

LINFIELD EMPLOYEES ASSOCIATION
Linfield College
McMinnville, OR 97128-6894

BY-LAWS

Article I – Name

This association shall be called the Linfield Employees Association (LEA)

Article II – Purpose

The purpose of this Association shall be to represent the members in employee-employer relations with Linfield College and its subsidiaries and to provide the membership with an opportunity to meet on a regular basis and discuss college business as it relates to the association.

Article III – Membership

The Association membership shall consist of all permanent, non-exempt employees of Linfield College and its subsidiaries.

Article IV – Executive Board

Section 1: The Executive Board, with input from the general membership, shall determine the objectives and policies of the Association.

Section 2: The Executive Board shall include the following officers: One President; One Vice President of Administrative/Clerical staff; One Vice President of Facilities; One Secretary/Treasurer; Five General Board Members, two from Facilities, two from the Administrative/clerical staff and one from the Portland Campus. The Past President will also serve on the Executive Board as an advisor. All positions are for a two-year term. In odd years the association will vote on President, Vice President of Facilities, one Clerical/Administrative board member and one Facilities board member. In even years, the association will vote on Vice President of Administrative/Clerical, Secretary/Treasurer, one Clerical/Administrative board member, one Facilities board member and one Portland Campus Board Member.

Section 3: The Association President shall serve as Chairman of the Executive Board.

Section 4: Vacancies occurring among the officers shall be filled via election by the Executive Board to serve until the next June meeting.

Article V – Dues

Section 1: Each member shall pay \$12.00 on or before the last day of June each year as dues for the ensuing year.

Section 2: Dues for less than one year shall be assessed on the basis of \$1.00 per month per member.

Section 3: Dues shall be used to cover expenses incurred by the board, or members acting on behalf of the board, in conducting LEA business or activities.

Article VI – Meetings

Section 1: The LEA will meet monthly to discuss financial matters and committee reports from August through June. In the March LEA membership meeting, nominees for available board positions will be requested. In April, nominees will be introduced in the membership meeting. Ballots for new officers of the board will be mailed out no later than two weeks prior to the May board meeting. In the May membership meeting, election results will be announced.

Section 2: The Executive Board will meet one week before each monthly meeting and during the summer to conduct such business as may be brought before it. The meeting shall be open to all members who wish to introduce association business.

Section 3: The executive Board may call special meetings at such times as are deemed necessary.

Section 4: A quorum for conducting business at monthly and special meeting of the general membership shall be not less than 30% of the membership.

Section 5: The Association President or the senior Association officer present in the President's absence shall chair all meetings. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.

Article VII – Committees and LEA Representatives to All-Campus Committees

All committees and representatives to all-campus committees shall be appointed by the Association President and confirmed by the Executive Board.

Article VIII – Amendments

These by-laws may be amended by a majority (as defined in Article VI, Section 4) vote at any monthly or special meeting of the general membership or during the annual election vote, provided the proposed amendment was distributed to all members not less than two weeks or more than one month before the meeting or ballot vote at which it will be considered.

Article IX – Ratification

These by-laws were accepted by a majority of the employees of Linfield College and its subsidiaries at an organization meeting in McMinnville, Oregon January 31, 1978. (They were amended at the June 26, 2001 monthly meeting and again during the election ballot vote on 5/29/08).

Revised May 13, 2008