

Association of Oregon Faculties  
P.O. Box 12945  
Salem, Oregon 97309

BYLAWS

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Section 1. Annual Meeting

The Annual meeting of the Association of Oregon Faculties shall be held at a time and on a date to be selected by the Executive Committee. The time and place of the annual meeting shall be announced at least 20 days in advance by mail, e-mail or on the official Association of Oregon Faculties Web site. At that meeting annual reports of officers and committees shall be delivered and candidates for Association officers may be nominated.

Section 2. Special Meetings

Special Meeting may be called by the president, and shall be called by the secretary-treasurer on request, in writing, of 10 per cent of the total number of Association members in good standing. Members shall have 20 days advance written notice of the time, place and object of any special meeting.

Section 3. Quorum

A quorum for the transaction of business shall consist of those members present at any regular and special meeting called in accordance with the Association Constitution and Bylaws. The latest edition of Roberts Rules of Order shall govern the proceedings.

1 Section 4. Dues

2 Annual dues shall be not less than \$90 payable in cash by or  
3 authorized by payroll deduction effective at the first of month  
4 following application for membership. Payment of additional dues other  
5 than those required is permissible and encouraged. Members 75 days  
6 delinquent in dues may, in the discretion of the Executive Committee,  
7 be dropped from membership, but payment of dues to date shall entitle  
8 such persons to reinstatement.

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10 Section 5. Committees

11 Nominating Committee. The president shall appoint from the  
12 executive committee a three member Nominating Committee, no two of  
13 whom shall be from the same institution. The Nominating Committee  
14 shall prepare a slate of candidates and distribute it by mail, e-mail  
15 or on the official Association of Oregon Faculties Web site at least  
16 20 days before the Annual Meeting. The slate shall include at least  
17 one candidate for president, vice-president, and secretary-treasurer.  
18 Further nominations may be made from the floor at the annual meeting.  
19 For the purposes of organization, the organizational committee shall  
20 act as the Nominating Committee to select the Association's first  
21 slate of candidates for each office. The election of officers shall  
22 be conducted in the manner set forth in these bylaws.

23 Finance and Audit Committee. A Finance and Audit Committee  
24 composed of the secretary-treasurer and two other members of the  
25 executive committee shall be appointed by the president, with the  
26 approval of the Executive Committee. It shall be the duty of this  
27 committee to prepare an annual budget.

28 The committee shall also audit the Secretary-Treasurer's  
29 financial records at the close of the fiscal year and report at the  
30 next regular business meeting.

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1 Section 6. Elections

2 Election of officers shall be conducted by mail or e-mail ballot  
3 following the annual meeting. The ballots shall bear the names of  
4 candidates submitted by the Nominating Committee, and of candidates  
5 accepting nomination from the floor at the annual meeting. The  
6 ballots shall provide space for write-in candidates for each office.  
7 Ballots shall be mailed to members in good standing not less than 20  
8 days following the annual meeting, and must be returned to the  
9 Association Executive Office not later than 35 days after the annual  
10 meeting to be included in the official election count. Ballots shall  
11 be counted by the Association Executive Officer. All ballots received  
12 shall be retained by the Executive Officer for a period of not less  
13 than six months. Officers shall take office on July 1 next following  
14 the annual election.

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16 Section 7. Officers

- 17 A. The president shall preside at all meetings in the  
18 Association and the Executive Committee. He or she shall  
19 perform all duties ordinarily incident to this office, and  
20 shall recommend such action as he deems proper.
- 21 B. The vice-president shall act as president in the absence of  
22 the president.
- 23 C. The secretary-treasurer or designee shall be responsible for  
24 keeping the minutes of meetings, sending out notices, be the  
25 custodian of correspondence files and membership records, and  
26 shall be responsible for receiving and disbursing Association  
27 funds, and for investing its money in a manner approved by  
28 the Executive Committee.
- 29 D. If a vacancy occurs during the elected term of an officer,  
30 the executive board may appoint a replacement for the balance  
31 of his or her term.

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2 Section 8. Executive Committee

3       The Executive Committee shall have such powers as are normally  
4 exercised by such bodies, and shall have general charge of the affairs  
5 of the Association between meetings with power to act.

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7 Section 9. Amendments

8       These bylaws may be amended by majority vote of those present and  
9 voting at any regular or special meeting.