

CHAPTER BYLAWS

ABERDEEN PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU 1948
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The name of this chapter shall be Public School Employees of Aberdeen and shall be an affiliate of Public School Employees of Washington/SEIU 1948 (PSE), a not-for-profit 501(c) 5 labor organization operating under the laws of the State of Washington.

It is the mission of Public School Employees of Aberdeen to work closely with Public School Employees of Washington/SEIU 1948 to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington.

We will provide service of superior quality and value that best meets the needs of our chapter members. We will achieve that purpose through an organization and working environment which attracts the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do the right thing.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, PSE, our members, PSE employees, the school district in which we work, and the community in which we live will grow and prosper.

Recognizing the needs of members and PSE staff, we are committed to:

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.

- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.
- Doing the professional, technical, organizational, and ethically "right" thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

ARTICLE I

MEMBERSHIP

Section 1.1.

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, gender, sexual orientation, or political belief, shall be eligible for membership.

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Aberdeen School District, and who is a member of Public School Employees of Washington/SEIU 1948, is eligible for membership in this chapter. Employees will have ten (10) working days to sign and return a membership card to the membership chairperson or chapter president. If employee fails to comply with this requirement, the membership chairperson shall make the district aware of this failure and request that the employee be made aware by the district that the continued employment is conditioned upon complying with this requirement. The member shall have five (5) additional working days to comply after which the chapter president will make request to the district for the employee's termination. A classified employee is one whose position does not require a teaching certificate.

Section 1.1.2. Member In Good Standing.

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed by Aberdeen School District and current in payment of dues as are required by these bylaws. Any member who is on authorized leave of absence pursuant to the Collective Bargaining Agreement shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

ARTICLE II

DUES

Section 2.1. DUES.

Section 2.1.1. State Dues.

State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

Section 2.1.1.1. Chapter Rebates.

Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the state bylaws.

Section 2.1.2. Local Dues.

Local membership dues shall be one dollar (\$1.00) per month for all members on active payroll with the school district. Local dues shall be paid monthly to the chapter treasurer by the school district. One half of the revenue generated from the local dues herein shall be utilized exclusively to support the chapter scholarship(s) for dependents of PSE of Aberdeen members following graduation from high school. This scholarship may be deferred up to one (1) year after high school graduation. The other half will support general chapter activities.

Section 2.2. Refunds.

Membership dues are not refundable except where an error resulting in an overpayment exists.

Section 2.3. President's Dues.

Dues paid by the chapter president subject to Article XIII, Section 13.5, of the Collective Bargaining Agreement will be reimbursed by the chapter from the chapter treasury. Reimbursement will be for the actual amount of dues paid. On a monthly basis, the president will submit a copy of his/her dues deduction to the chapter treasurer for payment. The amount of the reimbursement will be reviewed by the Executive Board on an annual basis.

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1. Governance and Operations.

PSE shall be governed by a representative form of government.

Section 3.2.

Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organization affairs shall be encouraged and protected within this organization.

Section 3.3.

Members shall have the right to a full and clear accounting of all organizational funds. At all levels such accounting shall include, but not be limited to, periodical reports to the membership by

appropriate fiscal officers or by independent auditors not otherwise connected with the organization and made available to the members, and a financial audit at least once a year and reported to members at the May general meeting.

Section 3.4.

Members shall have the right to full participation, through discussion and vote, in the decision making processes of the organization and to pertinent information needed for the exercises of this right.

Section 3.5. Governing Body.

Section 3.5.1. Executive Board.

Except when general meetings of the chapter are in session, the business and property of this chapter shall be managed by an Executive Board. The authority to govern and act on behalf of the membership is vested in the elected Executive Board who shall decide all matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, not specifically provided for in these bylaws or by action of the members at a regular or special meeting.

Section 3.5.2. PSE Field Staff.

PSE field staff shall work closely with the chapter in an advisory position. All decisions governing the business of the local chapter shall be the sole responsibility of the elected officials and membership of the chapter.

ARTICLE IV

MEETINGS

Section 4.1.

General membership meetings of this chapter shall be held at least four (4) times annually at a time and place to be fixed by the executive board or chapter president.

Section 4.2.

Special meetings may be called by the president, the Executive Board, or by petition filed with the president and signed by twenty percent (20%) of the members in good standing of this chapter.

Section 4.3.

The president shall provide at least five (5) working days notification to all members of any meeting called, with the exception of the elections (ten 10 days as provided in Section 6.4). However, said five (5) working days notice may be waived by the Executive Board provided that every reasonable effort is employed to notify the membership of the meeting.

Section 4.4.

At any meeting of the membership of this chapter, each member in good standing present shall be entitled to one (1) vote. A member must be present to vote--no proxy vote will be allowed. The members attending a general membership, or special meeting shall constitute a quorum; thereby allowing any and all business to be transacted.

1 **Section 4.4.1.**

2 Specific business items such as VEBA, insurance or other contract changes or clarifications
3 may be submitted to a building based vote. This may happen in one of two ways.

- 4 1. A matter may be on the agenda for action. A member may make a motion to submit the
5 issue to a building based vote. If a majority of those voting are in favor of the motion it
6 will be decided by a building based vote.
7 2. The Executive Board may also on a majority vote of the board members attending a
8 regular or special meeting submit a matter to a building based vote.

9
10 The following procedure will be followed.

- 11 1. After the matter is raised for a building based vote the President will determine the
12 wording of the item to be voted on.
13 2. Notification will be made to all members at least (5) working days before the balloting
14 is to take place that a matter is to be decided by building based vote and the specific
15 wording of the issue to be voted on. There may also be an explanatory statement with
16 the notification or with the ballots.
17 3. Ballot boxes will be distributed to each worksite. The building rep at each worksite will
18 be given a list of members in good standing at that worksite and ballots for that number
19 of members. Members will sign in when voting. Members not on the lists will be
20 allowed to vote by challenged ballot.
21 4. Ballots will be delivered to the Secretary who will coordinate the counting of the ballots
22 along with the election committee which will be designated by the Executive Board.

23
24 **Section 4.5. Executive Board Meetings.**

25 Meetings of the Executive Board shall be called at the discretion of the president. A majority of the
26 Executive Board may also call a meeting.

27
28 **Section 4.6.**

29 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
30 meetings; provided, that they shall be superseded by the bylaws and special rules of this chapter or of
31 the Public School Employees of Washington/SEIU 1948.

32
33 **Section 4.7. Open Meetings.**

34 All members in good standing are entitled to attend any meetings of PSE of Aberdeen, including
35 Executive Board meetings and committee meetings. The Executive Board and grievance committee
36 may hold closed door sessions for the discussion of confidential matters.

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40 **ARTICLE V**

41
42 **EXECUTIVE BOARD**

43
44 **Section 5.1.**

45 The Executive Board shall be composed of the president, vice president, secretary, treasurer, and
46 classification representatives – one from secretarial, two from paraeducators (one elementary and
47 middle/high school, and one from professional technical).

1 **Section 5.2.**

2 The term of office for members of the Executive Board shall be for a period of two (2) years. The
3 president, secretary and classification representatives (professional technical and elementary
4 paraeducator) will be elected in even numbered years and the vice president, treasurer and two
5 classification representatives (secretary and middle/high school paraeducator) will be elected in odd
6 numbered years, except for the fact that in 2014 the secretary rep and middle/high school rep will be
7 elected for a period of one year. The term of office for building representatives will be for a period of
8 one (1) year.

9
10 **Section 5.3.**

11 The Executive Board shall hold regular meetings, and such special meetings as the president or the
12 board shall deem necessary for the competent management of affairs of the chapter.

13
14 **Section 5.4.**

15 Each member of the Executive Board shall possess one (1) vote in matters coming before the board.
16 All voting at meetings of the Executive Board shall be by each member present in person, and voting
17 by proxy shall not be allowed. A majority of the members of the Executive Board shall constitute a
18 quorum.

19
20 **Section 5.5. Duties.**

21
22 **Section 5.5.1. President.**

23 The president shall preside at all meetings of the chapter and of the Executive Board. The
24 president shall be made aware of, and supervise all activities of the chapter; execute all
25 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
26 Executive Board, to achieve the mission, vision, goals, and objectives of the chapter. The
27 president shall appoint all special committees not otherwise provided for in the bylaws of the
28 chapter, subject to the approval of the Executive Board, and serve as an ex-officio member of
29 all committees. The president shall report periodically to the membership regarding the
30 progress and standing of the chapter in regard to the president's official acts; and perform all
31 other duties of the office.

32
33 **Section 5.5.2. Vice President.**

34 The vice president shall provide such assistance to the president as requested; serve as
35 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties
36 of that office; and in the case of permanent disability or resignation of the president, shall
37 succeed to that office for the unexpired portion of the current term of office.

38
39 It shall be the duty of the vice president to maintain a current and accurate list of members of
40 the chapter in coordination with the membership information section at PSE State Office;
41 ensure that all members are paying dues, render periodical membership reports as required by
42 Public School Employees of Washington/SEIU Local 1948, and to perform such other official
43 functions as the president and Executive Board may direct.

44
45 **Section 5.5.3. Secretary.**

46 The secretary shall ensure that the minutes of general membership meetings and Executive
47 Board meetings are duly recorded and a copy provided to the President for placement in
48 chapter files. It shall be the duty of the secretary to keep all records of the chapter, the

Executive Board, and to perform such other official functions as the president and Executive Board may direct.

Section 5.5.4. Treasurer.

The treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Executive Board; keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the Executive Board. Such money shall be withdrawn only by checks signed by the president and/or vice president and the treasurer. The treasurer shall render periodical financial reports as required by the Executive Board, the membership, or Public School Employees of Washington/SEIU 1948 to ensure that the chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The treasurer shall act as custodian of all properties of the chapter. An annual audit shall be conducted by a committee of three persons appointed by the President. An audit shall also occur prior to the seating of a new treasurer.

Section 5.5.5. Building Representatives.

A building representative shall represent members in their respective buildings. They will coordinate communications with the president and Executive Board. They will be responsible, along with the Grievance Committee, in advising an employee about their contractual rights.

One building representative will be appointed by the president from each of the following locations:

- | | |
|----------------------------|----------------------------------|
| 1. Aberdeen High School | 7. A.J. West Elementary |
| 2. Miller Jr High | 8. Hopkins Preschool |
| 3. Central Park Elementary | 9. Harbor High School |
| 4. Robert Gray Elementary | 10. Maintenance/Stewart Building |
| 5. McDermoth Elementary | 11. Ad Building |
| 6. Stevens Elementary | 12. All other locations |

ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

Section 6.1.

Members shall have the right to fair and democratic elections at all levels of the chapter. This includes ten (10) working days notice of nominations and elections, and equal opportunities for competing candidates to state their qualifications and reasons for seeking office to the chapter membership. Elections shall be conducted by secret written ballot and certified by the chapter secretary.

Section 6.2.

Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state regulatory agencies as being a "supervisory employee."

1 **Section 6.3.**

2 Elections shall be held during the month of May. Terms of office shall be from the date of election
3 until a successor is elected or appointed.
4

5 **Section 6.4.**

6 Members of the Executive Board shall be elected by secret ballot vote, and the balloting shall be so
7 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
8 advance notice shall be given the membership prior to the holding of the election. Should there be only
9 one nominee, they will be considered elected and no balloting will need to take place.
10

11 **Section 6.4.1.**

12 All members of the chapter shall be eligible to vote for the positions of president, vice
13 president, secretary, and treasurer. In the election of a classification representative, only
14 members in the classification of employees that the classification representative will represent
15 shall be allowed to vote.
16

17 **Section 6.4.2.**

18 The building representatives will be appointed by the president.
19

20 **Section 6.5.**

21 Every member of the Executive Board shall, upon assuming office, subscribe to the obligations
22 contained in these bylaws.
23

24 **Section 6.6.**

25 Any member of the Executive Board may be removed from office by a majority vote of the members
26 attending a meeting to determine removal. Written notice of the proposed removal must be given to
27 the membership a minimum of five (5) working days prior to the date of the meeting at which the
28 removal is to be voted upon.
29

30 **Section 6.7.**

31 A vacancy in any position, except that of president, shall be filled by the Executive Board in
32 accordance with the procedures set forth below:
33

34 **Section 6.7.1.**

35 In the event of a vacancy in the office of vice president, secretary, or treasurer, all members
36 shall be notified of the vacancy and nominations solicited for the position. The board may
37 temporarily fill the vacancy with notice of vacancy to all members. The position will be voted
38 on and filled at the next general meeting. The president, at his/her discretion, may either call a
39 special meeting of the Executive Board, or act upon the vacancy at the next regularly scheduled
40 board meeting.
41

42 **Section 6.7.2.**

43 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
44 occurs; provided, however, that when vacancies occur in the office of classification
45 representative, the president shall direct that a classification meeting be held and that the
46 classification elect a successor for the remainder of the vacant term. Election of the successor
47 must be by majority vote. In the event that more than two candidates run for the office, the

1 candidate with the lowest vote total will be dropped from the ballot after each round of voting
2 until one candidate receives a majority of the votes cast.

3
4 **Section 6.7.3.**

5 Once an elected chapter officer has given notice of intent to leave employment with the district,
6 they must vacate their chapter duties and responsibilities effective the last day of their
7 employment with the district.
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11 **ARTICLE VII**

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13 **MISCELLANEOUS PROVISIONS**

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15 **Section 7.1.**

16 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall
17 always supersede local bylaws where conflict exists.
18

19 **Section 7.2.**

20 This chapter shall send to the PSE state office a list of names and addresses of its Executive Board and
21 members, together with other information required by PSE and shall notify PSE of all changes in board
22 members, members, and addresses.
23

24 **Section 7.3.**

25 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
26 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
27 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
28 agreement which would affect the rights of employees represented by PSE, nor any agreement
29 affecting the scope of any collective bargaining unit, with the district, employer, or other entity or
30 agent, unless such agreement is first approved by the executive director of Public School Employees of
31 Washington/SEIU 1948 or his/her designee, provided decisions of the executive director may be
32 appealed to the Board of Directors.
33

34 **Section 7.3.1.**

35 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
36 submitted to the regional office, who will then forward the original to the state office after
37 appropriate copies have been made.
38

39 **Section 7.3.2. Ratification of contract.**

40 If the contract is not ratified by the last day of school, a general meeting will be called during
41 the month of September for ratification.
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ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the vice president and the classification representatives and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of the classification representatives and the president and shall work with the PSE field representative in developing proposals and negotiating agreements.

Section 8.3 Annual Convention Delegates.

Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE state bylaws.

Section 8.3.1.

Convention delegates must have attended at least two (2) chapter meetings in the current school year.

Section 8.4. Scholarship Committee.

A Scholarship Committee will determine the recipients of the annual chapter scholarships. The chair shall be appointed by the president. The chair will select a committee, subject to the approval of the president.

Section 8.5 Legislative Delegates.

Delegates to the annual PSE Legislative conference will be selected annually by the chapter. They will be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual legislative conference shall be paid by the chapter or in accordance with appropriate provisions of PSE state bylaws.

Section 8.6 Audit Committee.

An Audit Committee shall be selected by the president to audit the financial records of the chapter.

Section 8.7. Legislative Chair.

Annually a Legislative Chair will be appointed by the president. Their duties will include notifying members of legislative issues.

Section 8.8 Other Or Special Committees.

The Executive Board shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this chapter.

1 **ARTICLE IX**

2 **AMENDMENTS**

3
4
5 **Section 9.1.**

6 These bylaws may be amended by a majority vote of the Executive Board provided notice of intent to
7 amend any specific provision be given to the board members at least five (5) working days prior to the
8 meeting at which the vote is to be taken. The membership shall be informed of any amendment(s) at
9 the next regularly scheduled meeting and have a right to vote to confirm any such amendments.
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12
13 BY: /signed by/
14 Gayle Capsel, Chapter President

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17 DATE: August 28, 2014
18

19 Adopted March 4, 1975.
20 Amended January 22, 1976.
21 Amended October 19, 1977.
22 Amended May 4, 1988.
23 Amended November 14, 1995.
24 Amended May 14, 1998.
25 Amended April 13, 2004.
26 Amended March 23, 2005.
27 Amended October 25, 2010
28 Amended January 9, 2012
29 Amended May 12, 2014.
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