

CHAPTER BYLAWS

BATTLE GROUND



Public School Employees of Washington/SEIU Local 1948
PO Box 798
Auburn, WA 98071-0798
1.866.820.5652
www.pseclassified.org

Table of Contents

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II MEETINGS	4
ARTICLE III MANAGEMENT	5
ARTICLE IV OFFICERS, NOMINATIONS AND ELECTIONS	7
ARTICLE V DUTIES OF OFFICERS	9
ARTICLE VI MISCELLANEOUS PROVISIONS	11
ARTICLE VII COMMITTEES AND DELEGATES	11
ARTICLE VIII AMENDMENTS	14

1 **PREAMBLE**

2
3 **A. NAME**

4
5 The name of this chapter shall be Public School Employees of Battle Ground Public Schools and shall
6 be an affiliate of PSE/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the
7 laws of the State of Washington. This chapter was chartered by Public School Employees of
8 Washington/SEIU Local 1948 on May 1, 1968.

9
10 This chapter shall continue until a majority of all of the members vote to dissolve the chapter.

11
12 **B. MISSION - OUR PURPOSE FOR EXISTING**

13
14 It is the mission of Public School Employees of Battle Ground Public Schools to work closely with
15 Public School Employees of Washington/SEIU Local 1948 to support the membership through
16 collective bargaining and the protection of those rights, promote educational enrichment opportunities,
17 encourage membership growth, and provide quality leadership while working closely with the state
18 legislature in an effort to enact laws which will represent the best interest of all classified school
19 employees in the state of Washington.

20
21 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

22
23 We will provide service of superior quality and value that best meets the needs of our chapter
24 members. We will achieve that purpose through an organization and working environment which
25 attracts the finest people, fully develops and challenges individual talents, encourages our free and
26 spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of
27 integrity and commitment to do the right thing.

28
29 Through the successful pursuit of our commitment, we expect our services, programs, and activities to
30 achieve a leadership position in representing all classified employees. As a result, PSE, our members,
31 PSE employees, the school district in which we work, and the community in which we live will grow
32 and prosper.

33
34 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS,**
35 **PERFORMANCE, AND CONDUCT**

36
37 Recognizing the needs of members and PSE staff, we are committed to:

- 38
39
 - 40 • Striving for excellence and demonstrating pride in our work.
 - 41 • Having open, honest communications.
 - 42 • Providing high-quality service.
 - 43 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
44 to be based on trust and concern for the rights and welfare of others.
 - 45 • Embodying honesty and integrity in our conduct and relationships with others.
 - 46 • Treating others fairly, equally and respecting their individual dignity.
 - 47 • 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.

E. CODE OF CONDUCT

Consistent with our values listed above, we are committed to the following code of conduct:

- Freedom of speech, and active discussions of organization affairs shall be encouraged and protected within this organization.
- Any acts or threats of discrimination, intimidation, coercion, harassment, bribery, or violence are absolutely unacceptable and will not be tolerated.
- Any behavior seeking to harm or undermine the values, goals, or operations of PSE, its parent union, or any of its local chapters is absolutely unacceptable and will not be tolerated.
- Comply with all local, state, and federal laws.

ARTICLE I

MEMBERSHIP

Section 1.1. Eligibility.

Except as otherwise provided in these bylaws, any person without regard to race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for membership.

Section 1.2. Active Member.

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948) by or for Battle Ground Public Schools, and who are members of the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in the organization.
- B. Active members who are paying dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deduction, be considered to be in good standing.

Section 1.3. 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, completed their probationary period 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.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Section 1.4. Free-Riders.

Any member who opts out of payment of regular dues, shall be characterized as a free rider and shall be entitled only to those rights and privileges as set forth in PSE policy and bylaw. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of collective bargaining agreements. In addition, free-riders may not attend any PSE sponsored functions.

Section 1.5. Dues.

- A. Application for membership shall be made on a valid authorization for payroll deduction of dues form provided by the chapter/district.

State Dues. State dues shall be paid monthly to the state office of PSE in accordance with the PSE state bylaws.

Chapter Rebates. Dues rebates from the state organization shall be received by the chapter in accordance with the provisions of the PSE state bylaws. The chapter rebates are intended to offset the cost of sending delegates to the PSE Convention.

Local Dues. Local membership dues shall be \$1.00 per month. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter Board of Trustees.

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

Section 1.6. Rights.

PSE shall be governed by a representative form of government.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this chapter.
- B. Members in good standing shall have the right to fair and democratic elections at all levels of the chapter. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.
- C. Members in good standing shall have an equal right to run and hold office, except those persons set forth in WAC 391-35-320. Members shall have this right as long as the member does not have a conflict of interest as described in Article V (B) in the PSE State Bylaws which read as follows: ***“Any PSE member who is also a member of another union must disclose this fact before running for PSE office at any level or participating in a vote on a matter which may raise a conflict of interest between PSE and the other union. Failure to disclose such information in advance of the election or vote may result in removal from the office or reconsideration of any other relevant vote.”***
- D. Members in good standing shall have the right to a full and clear accounting of all chapter funds. At all levels such accounting shall include, but not be limited to, period reports to the



1 membership by appropriate fiscal officers or by independent auditors not otherwise connected
2 with the chapter, and a financial audit at least once a year which is made available to all
3 members. The treasurer's report will be posted on the chapter's shared files in a timely manner.
4

- 5 **E.** Members in good standing shall have the right to full participation, through discussion and
6 vote, in the decision-making processes of the organization and to pertinent information needed
7 for the exercises of this right.
8
9
10

11 **ARTICLE II**

12 **MEETINGS**

13
14
15 **Section 2.1. General membership meetings.**

16 General membership meetings of this chapter shall be held a minimum of three (3) times annually
17 during the fall, winter and spring for chapter business at a time and place to be set by the chapter board
18 of trustees. Tentative meeting dates will be posted at the beginning of the new school year and will be
19 confirmed at a later date by the board of trustees. Free riders are not permitted to attend general
20 membership meetings.
21

- 22
23
 - Fall meeting – election of building reps;
 - Winter meeting – election of convention delegates;
 - Spring meeting – election of officers.
26

27 **Section 2.2. Special meetings.**

28 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the
29 president and signed by twenty percent (20%) of the members in good standing of this chapter.
30

31 **Section 2.3. Meeting day notification.**

32 The president shall provide at least fifteen (15) workdays' notification to all members in good standing
33 of any meeting called. However, said fifteen (15) workdays' notice may be waived by the Board of
34 Trustees provided that every reasonable effort is employed to notify the membership of the meeting.
35

36 **Section 2.4. Voting.**

37 At any meeting of the membership of this chapter, each member in good standing present shall be
38 entitled to one vote. A member must be present to vote; no proxy vote will be allowed. A minimum of
39 twenty-five (25) members must be present to constitute a quorum before any chapter business may be
40 transacted.
41

42 If a quorum of the membership is not met at a meeting where action items are presented and it involves
43 only one classification, the business can be voted on at a future classification meeting instead.
44

45 **Section 2.5. Classification meetings.**

46 The Trustee for each classification will hold at least two meetings annually with one (1) meeting to be
47 held in the spring for election of Trustee, Grievance and Negotiations Representative.

1 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are
2 applicable, and in which they are not inconsistent with the constitution, bylaws and special rules of this
3 chapter or of the Public School Employees of Washington/SEIU Local 1948.
4
5
6
7

8 **ARTICLE III**

9 **MANAGEMENT**

10 **Section 3.1.**

11 The business and property of this chapter shall be managed by the Board of Trustees, except when the
12 general membership meetings of the chapter are in session. All matters affecting the purposes, aims
13 and means of accomplishing the purposes of this chapter, not specifically provided for in these bylaws
14 or by action of the members at a regular or special meeting shall be decided by the Board of Trustees.
15
16
17

18 **Section 3.2. Operating Principles.**

19 In order to provide the chapter with the highest quality direction and management possible, the
20 following operating principles shall guide the Board of Trustees. PSE field staff shall work closely
21 with the chapter in an advisory position. All decisions governing the business of the local chapter shall
22 be the sole responsibility of the elected officials and membership of the chapter.
23

24 **Section 3.2.1. Board/Membership Relationships.**

25 A positive, constructive, cooperative relationship between the Board of Trustees and the
26 membership is essential to achieving the objectives and purposes of the chapter. Therefore, the
27 board and membership will conduct themselves in a way that promotes mutual trust,
28 demonstrates respect for individual dignity, and displays professionalism. Since some issues are
29 of a confidential nature, members of the Board of Trustees shall maintain and respect a member's
30 right to have their issue addressed in a confidential manner. The board shall utilize positive
31 conflict resolution methods and maintain open, honest lines of communication that respect an
32 appropriate chain of command within the chapter.
33

34 **Section 3.2.2. Media.**

35 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to
36 individual board members about matters of chapter concern should be referred to the chapter
37 president. Inquiries about a position of PSE on any matter of statewide concern or specific
38 legislation should be referred to the executive director at state headquarters.
39

40 **Section 3.3.**

41 The Board of Trustees shall be composed of the Officers: past president/co-presidents, president/co-
42 presidents, vice president/co-vice presidents, secretary and treasurer. The Board of Trustees shall also
43 consist of a unit representative (herein known as a trustee) elected by the unit from each of the
44 following classifications of employees of the school district if represented by the chapter.
45

46 **Classifications:**

- 47 1. BEA
- 48 2. Campus Security

3. Custodial
4. Media Info Tech
5. Maintenance/Grounds/HVAC
6. SEA
7. Secretarial
8. Para Educators
9. Warehouse
10. Professional Technician
11. Other units requesting affiliation

Section 3.4.

Upon assuming their offices, the Board of Trustees are expected to attend all chapter and board meetings. Board of Trustees are also encouraged to attend school board meetings (a rotation schedule can be used).

Section 3.5.

The Board of Trustees shall hold regular meetings each month, and such special meetings as the president or the board shall deem necessary for the competent management of affairs of the chapter. Board of trustee meeting dates will be shared at the beginning of the new school year. In the event the trustee is unable to attend the chapter board meeting, the trustee must notify the chapter president and/or chapter secretary of their inability to attend via email or phone. Notification must be given prior to the meeting.

Section 3.6.

Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board. All voting at meetings of the Board of Trustees shall be by each member present in person and voting by proxy shall not be allowed. Co-trustees will share one (1) vote. A majority of the members of the Board of Trustees shall constitute a quorum.

Section 3.6.1.

The Trustee for each classification will hold at least two (2) meetings annually with one (1) meeting to be held in the spring for election of Trustee, Grievance and Negotiations Representative.

Section 3.6.2.

Each site will designate a building representative to act as a communication liaison between the PSE Board and the site. Building representatives will distribute a copy of the Collective Bargaining Agreement and Chapter Bylaws with a personal contact. These representatives may attend board meetings as non-voting members.

Section 3.7.

Any trustee or officer may be removed from office for grounds, by a two-thirds (2/3) majority vote of the members present at any regular or special membership meeting. Notice of the proposed removal of the trustee or officer must be given to the trustee or officer five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the trustee or officer must state the cause for the proposed removal. Each written notice must contain a clear statement of the specific charges against the respondent. Grounds for removal shall be serious misconduct, such as criminal acts, advancement of the interests of another union or organization to the detriment of PSE, willful

1 refusal to perform the duties of office, Code of Conduct violations, or gross incompetence. Mere
2 disagreement with the policies or positions of the respondent shall not be grounds for recall.

3
4 **Section 3.8.**

5 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
6 for removal of the trustee by the Board of Trustees. After the second unexcused absence, the trustee
7 will be notified by the chapter president and/or chapter secretary that they have missed two (2)
8 consecutive meetings. If the trustee misses a third unexcused meeting after the warning, their removal
9 from the chapter board will be immediate. Notification will be put into writing either by email or letter.
10 The trustee will remain off the chapter board for the remainder of the term. Removal of a board
11 member because of excessive absenteeism shall not require the two-thirds (2/3) vote of membership.

12
13 **Section 3.9.**

14 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
15 filled as follows: In the event that such trustee is an officer, except the position of president, such
16 selection shall be by election from the membership at large. A temporary replacement may be
17 appointed by the Board of Trustees until the next scheduled general membership meeting by an
18 election from the membership at large. All other trustees' vacancies shall be filled by election from the
19 classification of which they are representatives. Such replacement Board of Trustee member shall
20 serve during the unexpired term of the trustee whose position has become vacant. In the case of
21 permanent disability or resignation of the president, the vice president shall succeed to that office for
22 the unexpired portion of the current term of office.

23
24
25
26
27 **ARTICLE IV**

28
29 **OFFICERS, NOMINATIONS AND ELECTIONS**

30 **Section 4.1.**

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

34
35 **Section 4.2.**

36 The officers of this chapter shall be president or co-presidents, vice president or co-vice presidents,
37 secretary, treasurer, and membership officer and shall be elected for a term of two (2) years. Beginning
38 with 2002 and every even year thereafter, the president and secretary shall be elected for a term of two
39 (2) years. Beginning with 2003 and every odd year thereafter, the vice president and treasurer shall be
40 elected for a term of two (2) years. Upon the implementation of two (2) year terms, no officer shall
41 serve more than two (2) consecutive terms in the same office.

42
43 The term of office for the trustees of this chapter shall be for a period of two (2) years from the date of
44 election.

45
46 **Section 4.3.**

47 Nominations may be made by the nominating committee, but whether or not such nominating
48 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

1 Members, with the exception of free-riders, may nominate themselves or another member, so long
2 as that member is not a free-rider or any other individual seeking to nominate a free-rider, for any
3 open office. Any *Declaration of Intent to Run* form that is submitted on their own behalf by a free-
4 rider or any other individual seeking to nominate a free-rider, shall be rejected. Further, a previous
5 free-rider may not run for office until he/she signs a dual authorization membership form and has
6 been a regular dues paying member for at least twelve (12) months.

7
8 **Section 4.4.**

9 To be eligible for office, a member must be in good standing for one continuous year immediately
10 preceding the election, except in the initial election held in this chapter, and must qualify under the
11 provisions of Article II, Section 1-B and Section 3-C.

12
13 **Section 4.5.**

14 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
15 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
16 membership prior to the holding of the election.

17
18 **Section 4.6.**

19 Every officer and trustee shall assume office September 1 after the spring elections and subscribe to
20 the obligation of an officer and trustee, contained in these bylaws. The outgoing officers will mentor
21 the newly elected officers during the interim period of May through September.

22
23 New officers and trustees will be sworn into office by taking the following pledge at the general
24 membership meeting in the fall.

25
26 **Chapter Leader Oath of Office**

27
28 *I pledge to faithfully observe the Bylaws and Constitution of both the Public School Employees*
29 *of the Battle Ground PSE Chapter as well as of PSE/SEIU 1948, and to work to the best of my*
30 *ability to provide effective and responsible leadership and representation to the members.*

31
32 *I pledge to act with integrity and not engage in conduct or performance which is contrary to*
33 *the good order, welfare, or legitimate interests of my chapter or of PSE. Further, I pledge to*
34 *defend the principles of trade unionism and to work to improve the lives of working people.*

35
36 *I swear under oath that I will protect and defend the rights of every member of the Public*
37 *School Employees of Battle Ground PSE Chapter and fairly represent their interests, needs,*
38 *and legal rights.*

39
40 **Section 4.7.**

41 A partial rebate of PSE State dues shall be authorized for Chapter Officers. The partial rebate dollars
42 will be as follows: \$300 to the Chapter President or \$150 each to the Co-Presidents, \$100.00 to the
43 Chapter Vice-President; or \$50.00 to the Co-Vice President; \$100.00 to the Chapter Treasurer, and
44 \$100.00 to the Chapter Secretary. This amount shall be paid to each officer during the month of May
45 of each year. Payments will be made twice during their term of office.

46
47 For example:

48 Chapter President will receive \$150.00 after the end of the first year.

1 Chapter President will receive \$150.00 after the end of the second year.
2 Total: \$300.00 for the two-year term of office.

3
4 The officer must complete the full year to receive the payment for that year.

5
6 **Section 4.8.**

7 No free-rider shall be permitted to hold local office or participate in local chapter elections unless the
8 criteria set forth in section 4.3 are met. Free-riders are not permitted to participate in chapter elections
9 in any manner and no free-rider shall be recognized as a chapter leader by PSE.

10
11
12
13
14 **ARTICLE V**

15
16 **DUTIES OF OFFICERS**

17
18 **Section 5.1. President or Co-Presidents.**

19 The president or co-presidents shall preside at all meetings of the chapter and of the Board of Trustees.
20 The president or co-presidents shall supervise all activities of the chapter; execute all instruments in its
21 behalf; counter-sign all checks drawn against the funds of the chapter; appoint all special committees
22 of the chapter subject to the approval of the Board of Trustees; report periodically to the membership
23 regarding the progress and standing of the chapter in regard to the president's official acts; perform all
24 other duties as prescribed in the bylaws and perform such other duties usually inherent in such office.
25 The immediate Past President/Co-Presidents may serve on the Board of Trustees in a non-voting
26 advisory position/s provided that they are a member, or members, in good standing, for a period of
27 no more than one (1) year. The chapter president is the leader of the chapter whose duty is to guide
28 the chapter. This is not to be confused with being a supervisor of the chapter.

29
30 **Section 5.2. Vice President or Co-Vice Presidents.**

31 The vice president or co-vice presidents shall act for the president in the president's absence and
32 perform such other acts as the president or Board of Trustees may direct. The vice president as second
33 in command shall assist the president in a variety of duties. The vice president or co-vice presidents
34 may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the
35 chapter in place of or in addition to either the president or treasurer. In the case of permanent disability
36 or resignation of the president, the vice president shall succeed to that office for the unexpired portion
37 of the current term of office.

38
39 **Section 5.3. Secretary.**

40 The secretary shall ensure that the minutes of general membership meetings and Board of Trustee
41 meetings are duly recorded. The secretary of the chapter is the official notetaker as well as the keeper
42 of the chapter files. The secretary is the historian who keeps records and important documents that
43 show the growth, strength, and evolution of the chapter. shall be the duty of the secretary to keep all
44 records of the chapter, the Board of Trustees, and to perform such other acts as the president and Board
45 of Trustees may direct. The board meeting minutes and general membership meeting minutes will be
46 uploaded to the Battle Ground PSE board shared files.

1 **Section 5.3.1. Storage of Chapter Records.**

2 The chapter will purchase all necessary file cabinets and supplies to appropriately store chapter
3 files and records. Additionally, the chapter will rent/pay for the necessary storage facility space
4 to secure the records and supplies. The president/co-presidents and secretary shall receive and
5 be responsible for one key each to be used as necessary to access to chapter cabinets and
6 supplies. At the end of their term, the keys shall be returned to the secretary. At the end of the
7 secretary's term, the keys will be turn over to the newly elected secretary.
8

9 **Section 5.4. Treasurer.**

10 The treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay
11 all obligations incurred by the chapter as authorized by the Board of Trustees; keep an accurate record
12 of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of
13 Trustees. Such money shall be withdrawn only by checks signed by the president and/or vice president
14 and the treasurer. The treasurer shall render periodical financial reports as required by the Board of
15 Trustees, the membership in good standing, or PSE to ensure that the chapter is in compliance with all
16 laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal
17 year for all financial reports shall be from September 1 to August 31 of the following year, inclusive.
18 The treasurer shall act as custodian of all properties of the chapter. The treasurer will work with the
19 Budget Committee in setting a budget for the new fiscal year. The budget will be presented to the
20 chapter membership at the fall chapter meeting. The treasurer's report will be uploaded to the
21 Battle Ground PSE board and/or chapter shared files.
22

23 At the spring chapter meeting, the membership will elect two (2) members at large to form an audit
24 committee which shall conduct an audit and submit their findings at the fall chapter meeting.
25

26 The 990-N report will be submitted to the PSE/SEIU State Office no later than October 31st. This
27 report is necessary to maintain the chapter's tax exempt status with the IRS.
28

29 **Section 5.5. Trustee or Co-Trustees.**

30 A trustee/co-trustee shall represent the classification of employees which elected them and express to
31 the Board of Trustees the needs, desires, and concerns of the members in their classification. They will
32 be responsible, along with the Grievance Committee, in advising an employee about their contractual
33 rights. The President, in conjunction with the board, will appoint a Sergeant-at-Arms from the Board of
34 Trustees.
35

36 In order for each member to be effectively represented, members should take their issue first to their
37 trustee or co-trustee. As an alternative, if the member is uncomfortable working with the trustee or co-
38 trustees, the vice president shall work with the member. The vice president or other designee contacted
39 will then communicate the issue to the trustee or co-trustees, as long as it is not of a confidential
40 nature.
41

42 **Section 5.6. Membership Officer.**

43 It shall be the duty of the membership officer to maintain a current and accurate list of members of the
44 chapter in coordination with the membership information section as PSE/SEIU Local 1948 state
45 headquarters, ensure that all members are paying dues, render periodical membership reports as
46 required by Public School Employees of Washington/SEIU Local 1948; and perform such other
47 official functions as the president and board may direct. The membership officer shall serve as
48 chairperson of the site contact committee.

1
2
3
4 **ARTICLE VI**

5
6 **MISCELLANEOUS PROVISIONS**

7
8 **Section 6.1.**

9 This chapter shall be at all times subject to the provisions of the articles of incorporation and bylaws of
10 the Public School Employees of Washington/SEIU Local 1948.

11
12 **Section 6.2.**

13 Except to the extent specified in the bylaws, no officer of this chapter shall have the power to act as
14 agent for, or otherwise bind this chapter in any way whatsoever. No member or group of members or
15 any other person or persons shall have the power to act on behalf of or otherwise bind the chapter
16 except to the extent specifically authorized in writing by the president or Board of Trustees of the
17 chapter.

18
19 **Section 6.3.**

20 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
21 settlement agreement, grievance settlement agreement, or any other agreement or waiver which
22 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit,
23 nor any agreement which would affect the rights of employees represented by PSE, nor any
24 agreement affecting the scope of any collective bargaining unit, with the District, Employer, or
25 other entity or agent, unless such agreement is first approved by the Executive Director of Public
26 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the
27 Executive Director may be appealed to the Board of Directors.

28
29
30
31
32 **ARTICLE VI**

33
34 **COMMITTEES AND DELEGATES**

35
36 **Section 7.1. Conflicts of Interest.**

37 No committee member shall vote on any matter wherein he or she, or any member of their family, are
38 the subject of the action. Committee members have an absolute responsibility to advise the committee
39 of any potential conflict of interest and the secretary shall duly record the nature of the conflict. Failure
40 to notify the committee of a conflict, or potential conflict of interest, in advance of a vote on the matter
41 may result in the removal of the committee member from the committee and the question may be called
42 for reconsideration and re-vote.

43
44 **Section 7.2. Grievance Committee.**

45 A grievance committee shall be composed of at least one representative from each classification
46 of the chapter and the vice president or co-vice presidents shall serve as chairperson(s) of the grievance
47 committee. In the event that the grievance committee member cannot attend, that classification's
48 trustee will fill in. If the trustee also is not available, then the classification's negotiator will attend.



1 The president will take over as chairperson in the vice president's absence. The chairperson will keep
2 the president advised of all grievances and progress. President(s) may attend these meetings.

3
4 **Section 7.3. Negotiating Committee.**

5 A negotiating committee shall be selected by the chapter. Each classification shall elect one member
6 and alternate to represent and serve on the committee. The president or co-presidents shall serve as
7 chairperson(s). It is the responsibility of each representative to gather input from their classification.
8 This committee shall work with the PSE field representative in developing proposals and negotiating
9 agreements. This committee shall remain unchanged until negotiations are completed. If a member of
10 the committee cannot finish his/her term in the case of extenuating circumstances, a replacement will
11 be selected by that classification.

12
13 The negotiating committee will present and discuss the Tentative Agreement with the Board of
14 Trustees prior to an informational meeting with the general membership. The informational meeting
15 will take place prior to the general membership meeting when the contract is voted on (ratification
16 meeting).

17
18 **Section 7.4. Other or Special Committees.**

19 The president or co-presidents shall appoint committee members and designate such jobs as they see fit
20 with Board of Trustee approval.

- 21
22 1. Membership
23 2. Newsletter
24 3. Scholarship
25 4. Sunshine
26 5. Legislative
27 6. Employee of the Year
28 7. Community Outreach Officer
29 8. Audit Committee
30 9. Budget Committee
31 10. Bylaws Committee
32 11. Policies and Procedures Committee
33 10. Other committees as needed

34
35 **Section 7.5. Convention Delegates.**

36 The chapter shall vote for delegates to convention by secret ballot to be held in the winter.

37
38 The Board of Trustees shall determine the number of convention delegates for whom the chapter will
39 pay expenses. The Board shall determine how the expenses will be allocated.

40
41 **Section 7.5.1. Conduct & Responsibility.**

42 Convention delegates and legislative conference attendees are expected to attend all business
43 meetings, arrive on time, and conduct themselves in a professional manner as representatives of
44 this chapter. In the event that chapter funds have been disbursed for a delegate or member to
45 attend convention and/or legislative conference, and the delegate/attendee does not fulfill their
46 obligation to attend (convention and all required business meetings) without board approval of
47 an emergency situation, said member will be responsible for reimbursing any and all non-

1 recoverable funds. Also, any expenses incurred at convention and/or legislative conference by
2 said delegate/attendee will not be eligible for reimbursement.

3
4 Convention delegates will share convention information with the chapter membership.

5 **Section 7.5.2. Reimbursements.**

6 All reimbursement requests must be received by the treasurer no later than fourteen (14) days
7 after the end of convention. Emergency situations for not submitting the reimbursement
8 requests within the fourteen (14) day timeline will be reviewed and considered by the chapter
9 board on a case by case basis. Delegates will be reimbursed for approved expenses using the
10 Washington State General Services Administration (GSA) per diem rates for the county in
11 which the convention is held.

12
13 **Section 7.5.3. Other Reimbursements.**

14 Reimbursement requests for any other meetings or conferences being paid by the chapter will
15 follow the same guidelines as stated in Section 4.1. and 4.2.

16
17 One debit card shall be entrusted to the chapter treasurer for the purpose of paying pre-
18 approved chapter expenses for rooms and registration for the convention delegates and
19 legislative conference attendees.

20
21 **Section 7.6. Nominating Committee.**

22 A nominating committee may be appointed by the president with the board's approval at the winter
23 general meeting. The committee will meet a minimum of one time before the spring meeting. The
24 committee will review the nominees for officer eligibility.

25
26 **Section 7.7. Position Review Committee.**

27 The Position Review Committee (PRC) will continue their work as described in the Collective
28 Bargaining Agreement, Article XX, Section 20.3. The committee team leaders will be comprised of the
29 trustees for each classification under review for that specific year. The team leaders will work with
30 their classification members to gather job description updates and work with the District on salary
31 comparisons.

32
33 **Section 7.8. Sergeant-at-Arms.**

34 The Sergeant-at-Arms shall be responsible to maintain order at all general meetings. The Sergeant-at-
35 Arms, at the request of the President, will keep an orderly flow to those members wishing to speak at
36 meetings. The Sergeant-at-Arms in conjunction with the Membership Officer will ensure that those
37 persons attending meetings are members in good standing. The Sergeant-at-Arms will assist with
38 elections.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE VIII

AMENDMENTS

Section 8.1.

These bylaws may be amended by a majority vote of the membership attending any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the membership at least five (5) days prior to the meeting at which said vote is to be taken.

BY: Cheryl L. DiDell
Cheryl DiDell, Chapter President

DATE: 6/20/19

- Amended 1992.
- Amended May 19, 1999.
- Amended May 22, 2002.
- Amended May 21, 2003.
- Amended March 12, 2009.
- Amended May 18, 2010.
- Amended March 5, 2013.
- Amended March 19, 2014.
- Amended April 27, 2015.
- Amended May 26, 2016.
- Amended April 26, 2018.
- Amended May 21, 2019.

