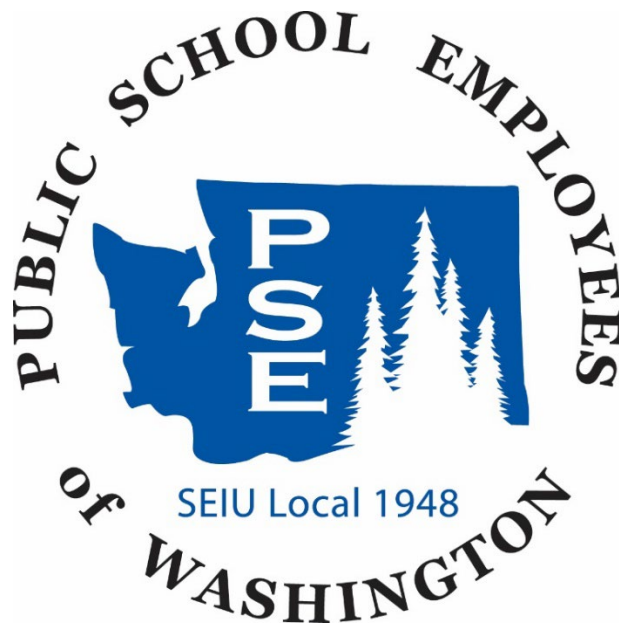


CHAPTER BYLAWS

Amended October 26, 2022

PUBLIC SCHOOL EMPLOYEES OF BURLINGTON-EDISON CHAPTER #803



Public School Employees of Washington/SEIU Local 1948

PO Box 798

Auburn, WA 98071-0798

1.866.520.5652

www.pseclassified.org

1 **P R E A M B L E**

2
3 Employees organize primarily to secure better wages and better working conditions.

4
5 We hold that they also organize in order to participate in the decisions which affect them at work. One of the
6 fundamental tenets of democratic government is the consent of the governed. We are both employees and
7 citizens.

8
9 Collective bargaining is the expression of citizenship in employment. Participation in the political life of the
10 nation, state, local municipalities, and school district is but another aspect of that citizenship.

11
12 In the same way that we are organized to improve the terms and conditions of employment, we are equally
13 dedicated to exerting ourselves, individually and collectively, to fulfill the promise of American life. Amidst
14 unparalleled abundance, there should not be want.

15
16 We are under a solemn obligation to represent the members of this organization forcefully and effectively in
17 negotiations with the management of the Burlington-Edison School District and to conduct internal
18 organizational affairs according to democratic standards.

19
20 Therefore, we, the classified school employees of Burlington-Edison School District, in meeting, adopt these
21 Bylaws.

22
23 **A R T I C L E I**

24
25 The name of the organization shall be Burlington-Edison Public School Employees.

26
27 **A R T I C L E II**

28
29 This local organization shall be affiliated with and be a chapter of the Public School Employees of Washington.
30 This organization was chartered by Public School Employees of Washington on March 2, 1969.

31
32 **A R T I C L E III**

33
34 This organization shall continue until a majority of all of the members vote to dissolve the organization.

35
36 **A R T I C L E IV**

37
38 The objectives and purposes of this organization are:

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43
44 A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of
45 Washington.
46
47 B. To promote the organization of Public School Employees in the Burlington-Edison School District.
48
49 C. To promote the welfare of the membership and the classified employees of the Burlington-Edison School



1 District and provide a voice in the determination of the terms and conditions of employment. We are
2 committed to the process of collective bargaining as a desirable, democratic, and effective method to
3 achieve this.

- 4
- 5 D. To promote and provide systematic and effective employee management through collective bargaining; to
6 confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on
7 personnel matters, including wages, hours and working conditions, vacations, holidays, and other
8 conditions of employment for the classified employees of Burlington-Edison School District.
- 9
- 10 E. Both as members and as citizens, we shall also employ available legislative and political action to
11 establish adequate financial provisions for the improvement of public school education and equitable
12 consideration for the classified school employees from the State Legislators.
- 13
- 14 F. To establish better fellowship and understanding among classified school employees and to strive for
15 their overall betterment through training, legislation, and Association benefits.
- 16
- 17
- 18

19 **ARTICLE V**
20 **MEMBERSHIP**

21
22 **Section 1. Eligibility.**

23 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin,
24 sex or political belief, who meets the requirements hereinafter listed, shall be eligible for membership. All
25 persons regularly employed as a classified school employee (as defined by the Public School Employees of
26 Washington) by or in Burlington-Edison School District, and who are members of the Public School
27 Employees of Washington, are eligible for membership in the organization.

28

29 **Section 2. Dues.**

- 30 A. Application for membership shall be made on a standard form provided by the Board of Trustees at
31 the District Office.
- 32
- 33 B. Local dues of one dollar (\$1.00) per month shall be deducted from each member's paycheck for local
34 (chapter) use. An additional one dollar (\$1.00) per month shall be deducted from each member's
35 paycheck for the Burlington-Edison Student Scholarship Fund.
- 36
- 37 C. State membership dues shall be payable monthly through payroll deduction.
- 38
- 39 D. When a member is unemployed for more than twenty (20) days in any calendar month and does not
40 receive unemployment compensation or sick pay or other remuneration, he may be entitled to credit
41 for his dues for the period of unemployment, not to exceed six (6) months in any calendar year.
- 42
- 43 E. Membership dues are not refundable except where an error resulting in an overpayment exists.
- 44
- 45 F. Members shall have the right to a full and clear accounting of all organizational funds. At all levels,
46 such accounting shall include, but not be limited to, periodical reports to the membership by
47 appropriate fiscal officers or by independent auditors not otherwise connected with the organization if
48 such need arises. A financial audit by a committee appointed by the president or board of trustees
49 shall be conducted at least once a year and such results shall be made available to all members.

1 **Section 3. Rights.**

- 2 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
3 organization. Active discussions of organizational affairs shall be encouraged and protected within
4 this organization.
- 5
- 6 B. Members shall have the right to fair and democratic elections at all levels of the organization. This
7 includes due notice of nominations and elections, equal opportunities for competing candidates, and
8 proper election procedures which shall be specifically set forth.
- 9
- 10 C. Members shall have an equal right to run and hold office, except those persons set forth in
11 RCW 41.56.030, Paragraph 2, A, B and C; and those employees classified either by State statute or
12 appropriate State regulatory agencies as being a "supervisory employee."
- 13
- 14 D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels
15 such accounting shall include, but not be limited to, periodical reports to the membership by
16 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
17 and a financial audit at least once a year which is made available to all members.
- 18
- 19 E. Members shall have the right to full participation, through discussion and vote, in the decision making
20 processes of the organization and to pertinent information needed for the exercises of this right.
- 21
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23

24 **ARTICLE VI**
25 **MEETINGS**

26
27 **Section 1.**

28 General membership meetings of this organization shall be held at least four (4) times annually at a time and
29 place to be fixed by the membership or the Board of Trustees.

30
31 **Section 2.**

32 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the president
33 and signed by twenty percent (20%) of the members of this organization.

34
35 **Section 3.**

36 The President shall provide at least five (5) days notification to all members of any meeting called. However,
37 said five (5) days' notice may be waived by the Board of Trustees provided that every reasonable effort is
38 employed to notify the membership of the meeting.

39
40 **Section 4.**

41 At any meeting of the membership of this organization, each member present shall be entitled to one (1) vote. A
42 member must be present to vote - no proxy vote will be allowed. A minimum of fifteen (15) members must be
43 present to constitute a quorum before any organization business may be transacted. This is to include, but not
44 limited to, chapter contract voting.

45
46 **Section 5.**

47 PSE of Burlington-Edison shall be represented by at least two (2) members of the Board of Trustees or one (1)
48 board member and a classification representative from the affected classification or the field Representative at
49 every meeting with District representatives.

1 **Section 6.**

2 If a chapter meeting fails to obtain a quorum, the subsequent scheduled meeting shall have a quorum consisting
3 of members present, provided that official notification of that second meeting is made at least five (5) days prior
4 to such meeting.
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8 **ARTICLE VII**
9 **MANAGEMENT**
10

11 **Section 1.**

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

17 **Section 2.**

18 Every even-numbered year, the President, Secretary, and Membership Officer shall be elected for a term of
19 two (2) years. Every odd-numbered year, the Vice President and Treasurer shall be elected for a term of two
20 (2) years. The term of office of all other trustees of this organization shall be for a period of one (1) year from
21 the date of election. The election of Trustees or Classification Representatives shall be on the first chapter
22 meeting of the school year which will be held in September.
23

- 24 A. Transportation/Mechanic
- 25 B. Food Service
- 26 C. Secretarial
- 27 D. Custodial
- 28 E. Paraeducator
- 29 F. Maintenance/Grounds
- 30 G. Tech Professional
- 31 H. Any other unit designated by Schedule A of the contract
32

33 **Section 3.**

34 Every even-numbered year, the President, Secretary, and Membership Officer shall be elected for a term of
35 two (2) years. Every odd-numbered year, the Vice President and Treasurer shall be elected for a term of two
36 (2) years. The term of office of all other Trustees of this organization shall be for a period of one (1) year from
37 the date of election. The election of Trustees or Classification Representatives shall be on the first chapter
38 meeting of the school year which will be held in September.
39

40 **Section 4.**

41 The Board of Trustees shall hold quarterly meetings and such special meetings as the President shall deem
42 necessary for the competent management of affairs of the organization.
43

44 **Section 5.**

45 Each member of the Board of Trustees shall possess one (1) vote on matters coming before the Board. All voting
46 at meetings of the Board of Trustees shall be by each member present in person and voting by
47 proxy shall not be allowed except that a designated alternate from the same classification may vote in a
48 representative's absence. A majority of the members of the Board of Trustees shall constitute a quorum.
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Section 6.

Any Trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular or special meetings of the membership of the organization. Notice of the proposed removal of the Trustee must be given to the Trustee five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the Trustee must state the cause of the proposed removal.

Section 7.

Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due cause for removal of the Trustee by the Board of Trustees. Removal of a Board member because of excessive absenteeism shall not require a two-thirds (2/3) vote of membership.

Section 8.

Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled by the remaining Trustees. If the Trustee is an Officer, such selection shall be from the membership at large. All other Trustees' vacancies shall be filled from the classification of which they are representatives. Such an appointee shall serve during the unexpired term of the Trustee whose position has become vacant.

Section 9.

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

**ARTICLE VIII
DUTIES OF TRUSTEES**

Section 1.

The Board of Trustees shall be chairpersons of the committees.

Section 2. President.

The President shall preside at all general meetings of the organization and Board of Trustees' meetings. The President shall supervise all activities of the organization subject to approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the organization regarding the President's official acts; perform all other duties as prescribed in the Bylaws; and perform such other duties usually inherent in such office.

Section 3. Vice President.

The Vice President shall act as President in the President's absence and perform such other duties as the President or Board of Trustees may direct. The Vice President will be the Chairperson of the Governmental Affairs Committee and the Convention Committee.

Section 4. Secretary.

The Secretary shall keep all records of the organization and Board of Trustees, and to perform such other duties as the President and Board of Trustees may direct.



1 **Section 5. Treasurer.**

2 The Treasurer shall receive and be accountable for all funds belonging to the organization; pay all obligations
3 incurred by the organization as authorized by the Board of Trustees; and shall render periodic financial reports as
4 required by Article V, Section 2. F. In addition, the Treasurer will arrange for two (2) signatures to be required
5 on all checks. Any chapter expenditure will require the approval of a minimum of two (2) board members.
6

7 **Section 5. Membership Officer.**

8 It shall be the duty of the Membership Officer to (including but not limited to):
9

- 10 • Maintain a current and accurate list of members of the chapter in coordination with the membership
- 11 information section at PSE State Headquarters.
- 12 • Ensure that all members are paying dues.
- 13 • Ensure that dues paying membership levels are met or exceeded, according to goals adopted by the
- 14 PSE State Board of Directors.
- 15 • Work with designated PSE staff to implement a process for new hires to become full members.
- 16 • Work with PSE staff to recruit, train and develop building and classification reps in every building.
- 17 • Meet with building and classification reps (liaisons) consistent with PSE guidelines.
- 18 • Render periodic membership reports as required by PSE of Washington.
- 19 • Perform such other official functions as the President and Board of Trustees may direct.
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23 **ARTICLE IX**
24 **MISCELLANEOUS PROVISIONS**
25

26 **Section 1.**

27 This Association shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the
28 Public School Employees of Washington.
29

30 **Section 2.**

31 Except to the extent specified in the Bylaws, no Officer of this organization shall have the power to act as agent
32 for, or otherwise bind this organization in any way whatsoever. No member or group of members or any other
33 person or persons shall have the power to act on behalf of or otherwise bind the organization except to the extent
34 specifically authorized in writing by the President or Board of Trustees.
35

36 **Section 3.**

37 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable, and in
38 which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or of the
39 Public School Employees of Washington.
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41 **Section 4.**

42 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an Officer or Trustee
43 contained in these Bylaws.
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**ARTICLE X
COMMITTEES AND DELEGATES**

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Section 1. Grievance Committee.

A Grievance Committee shall be composed of four (4) members of the Board of Trustees and the representative from the involved classification.

Section 2. Negotiating Committee.

The President from the Board of Trustees shall appoint the chairperson of the Negotiating Committee. The Negotiating Committee shall be composed of a representative elected from each of the following classifications:

- A. Transportation/Mechanic
- B. Food Service
- C. Secretarial
- D. Custodial
- E. Paraeducator
- F. Maintenance/Grounds
- G. Tech Professional
- H. Any other unit designated by Schedule A of the contract

Section 3. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees.

Section 4. Other or Special Committees.

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

Section 5. Convention Delegates.

Delegates shall be selected by the membership.

Section 6. Nominating Committee.

A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

Section 7. Scholarship Committee.

Each September, the President will appoint a chairperson from the membership. It is the chairperson's responsibility to appoint a Building Representative from each building. The term of office of members of this Committee shall be one (1) year from September 1 to August 31. A majority of the members of the Committee shall constitute a quorum. It shall be the responsibility of the Scholarship Committee to establish an application, organize fund raising activities, set criteria for selection of a recipient and select the scholarship recipient. The Chairperson is responsible for reporting to the Board of Trustees the recipients and giving fiscal reports.

Bob Kelley Memorial Scholarship.

As part of PSE's Scholarship Fund each year, one (1) scholarship will be awarded in the name of the "Bob Kelley Memorial Scholarship". This scholarship will be awarded to an applying, graduating senior who has a parent belonging to PSE. Preference in determining recipient(s) will go to those entering a

1 trade or vocational school. Should no applicant have such plans, this scholarship is to be awarded to one
2 (1) applicant determined by the Scholarship Committee. Disbursement of the PSE Scholarship Fund
3 among all recipients each year is at the sole discretion of the Scholarship Committee.
4

5 **ARTICLE XI**
6 **AMENDMENTS**
7

8 **Section 1.**

9 These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting
10 thereof; providing, that a notice of the intent to amend any specific provision be given to the members of the
11 Board of Trustees at least five (5) days prior to the meeting at which said vote is to be taken.
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15 **SIGNATURE PAGE**
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18 Adopted by the membership on the 26th day of October, 2022.
19
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21

22 BY: _____ / signed by /
23 Reynaldo Salinas, Chapter President
24

25 DATE: _____ October 26, 2022
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34 Adopted March 2, 1969
35 Amended June 21, 1978
36 Amended September 8, 1987
37 Amended October 14, 1993
38 Amended May 25, 1994
39 Amended January 4, 1999
40 Amended April 25, 2007
41 Amended October 26, 2022
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