

# CHAPTER BYLAWS

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## COLUMBIA / BURBANK



**Public School Employees of Washington/SEIU Local 1948**

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

2  
3 **A. NAME**

4  
5 The name of this Chapter shall be Public School Employees of Columbia/Burbank and shall be an  
6 affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor  
7 organization operating under the laws of the State of Washington. This organization was chartered  
8 by Public School Employees of Washington on May 17, 1979.  
9

10 **B. MISSION - OUR PURPOSE FOR EXISTING**

11  
12 It is the mission of Public School Employees of Columbia/Burbank to work closely with Public  
13 School Employees of Washington to support the Membership through collective bargaining and  
14 the protection of those rights, promote educational enrichment opportunities, encourage  
15 Membership growth, and provide quality leadership while working closely with the State  
16 legislature in an effort to enact laws which will represent the best interest of all classified school  
17 employees in the State of Washington.  
18

19 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

20  
21 We will provide service of superior quality and value that best meets the needs of our Chapter  
22 members. We will achieve that purpose through an organization and working environment which  
23 attracts the finest people, fully develops and challenges individual talents, encourages our free and  
24 spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of  
25 integrity and commitment to do the right thing.  
26

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

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

34  
35 Recognizing the needs of members and PSE staff, we are committed to:

- 36 • Striving for excellence and demonstrating pride in our work.
- 37
- 38 • Having open, honest communications.
- 39
- 40 • Providing high-quality service.
- 41
- 42 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
- 43 to be based on trust and concern for the rights and welfare of others.
- 44
- 45 • Embodying honesty and integrity in our conduct and relationships with others.
- 46
- 47 • Treating others fairly, equally and respecting their individual dignity.
- 48

- 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, sex, 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 Columbia School District #400, and who is a member of Public School Employees of Washington, is eligible for Membership in this Chapter. 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 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.

#### **Section 1.1.3.**

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 the PSE policy and Bylaws. Free-riders shall not be entitled to hold any local or State office, attend any 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. Free riders are not eligible to appeal a grievance which is not validated by the local chapter to the State Grievance Panel. Or be able to apply for scholarships on the local or State levels for either the free-rider or their dependents.

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**ARTICLE II**

**DUES**

**Section 2.1. State Dues.**

State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.

**Section 2.1.1. Chapter Rebates.**

Dues rebates from the State organization shall be received by the Chapter in accordance with the provisions of the State Bylaws.

**Section 2.2. Local Dues.**

Local Membership dues shall be two (\$2.00) dollars per month. Local dues shall be paid monthly to the Chapter treasurer by the School District.

**Section 2.3. Refunds.**

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

**ARTICLE III**

**GOVERNANCE AND OPERATIONS**

**Section 3.1.**

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 a financial audit at least once a year which is made available to all members.

**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.

**3.5. GOVERNING BODY.**

**Section 3.5.1. Board of Trustees.**

Except when general meetings of the Chapter are in session, the business and property of this Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the Membership is vested in the elected Board of Trustees who shall decide all matters

1 affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not  
2 specifically provided for in these Bylaws or by action of the members at a regular or special  
3 meeting.

4  
5 **Section 3.5.2. PSE Field Staff.**

6 PSE field staff shall work closely with the Chapter in an advisory position. All decisions  
7 governing the business of the local Chapter shall be the sole responsibility of the elected  
8 officials and Membership of the Chapter.

9  
10 **Section 3.6. OPERATING PRINCIPLES.**

11 In order to provide the Chapter with the highest quality direction and management possible, the  
12 following operating principles shall guide the Board of Trustees.

13  
14 **Section 3.6.1. Board/Membership Relationships.**

15 A positive, constructive, cooperative relationship between the Board of Trustees and the  
16 Membership is essential to achieving the mission and vision of the organization. Therefore, the  
17 board and Membership will conduct themselves in a way that promotes mutual trust,  
18 demonstrates respect for individual dignity, and displays professionalism. The board shall  
19 utilize positive conflict resolution methods and maintain open, honest lines of communication  
20 that respect an appropriate chain of command within the Chapter.

21  
22 **Section 3.6.2. Media.**

23 The President, or his/her designee, is the primary spokesperson for the Chapter.

24  
25 Media inquiries to individual Board Members about matters of Chapter concern should be  
26 referred to the Chapter President. Inquiries about a position of PSE on any matter of Statewide  
27 concern or specific legislation should be referred to the Executive Director at State  
28 headquarters.

29  
30  
31 **ARTICLE IV**

32  
33 **MEETINGS**

34  
35 **Section 4.1.**

36 General Membership meetings of this Chapter shall be held at least three (3) times annually at a time  
37 and place to be fixed by the Membership or the Board of Trustees.

38  
39 **Section 4.2.**

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

43  
44 **Section 4.3.**

45 At any meeting of the Membership of this Chapter, each member in good standing present shall be  
46 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum  
47 of six (6) members must be present to constitute a quorum before any Chapter business may be  
48 transacted.

1 **Section 4.4. Board of Trustees Meetings.**

2 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also  
3 be called upon motion of a majority of the members of the Board of Trustees to the President. A  
4 majority of the members of the Board of Trustees shall constitute a quorum.

5  
6 **Section 4.5.**

7 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this  
8 Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE  
9 State Bylaws, these Bylaws and with any special rules of order this Chapter may adopt.

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11  
12 **ARTICLE V**

13 **BOARD OF TRUSTEES**

14  
15  
16  
17 **Section 5.1.**

18 The Board of Trustees shall be composed of the President, Vice President, Secretary and or Treasurer  
19 and a Classification Representative (herein known as a Trustee) elected by the classification at a  
20 general Membership meeting.

21  
22 **Section 5.2.**

23 The term of office shall be for a period of two (2) years, or until their successors are elected. Offices  
24 will be voted on based on even and odd years and will be done by the following list:

25  
26 **Even Years**

27 President  
28 Secretary/Treasurer  
29 Education Support Professional Rep.  
30 Custodial/Grounds Representative

31 **Odd Years**

32 Vice President  
33 Office Manager Representative  
34 Food Service Representative  
35 Transportation Representative

36  
37 **Section 5.2.1. Chapter Oath of Office.**

38 Oath to be done by all Chapter Leaders yearly after Chapter elections.

39  
40 *I pledge to faithfully observe the Bylaws and Constitution of both the Public School Employees  
41 of Columbia-Burbank PSE Chapter as well as of PSE/SEIU 1948, and to work to the best of my  
42 ability to provide effective and responsible leadership and representation to the members.*

43  
44 *I pledge to act with integrity and not engage in conduct or performance which is contrary to  
45 the good order, welfare, or legitimate interests of my chapter of PSE. Further, I pledge to  
46 defend the principles of trade unionism and to work to improve the lives of working people.*

47  
48 *I swear under oath that I will protect and defend the rights of every member of the Public  
School Employees of Columbia-Burbank PSE Chapter and fairly represent their interests,  
needs, and legal rights.*

1 **Section 5.3.**

2 The Board of Trustees shall hold regular meetings for the competent management of affairs of the  
3 Chapter.

4  
5 **Section 5.4.**

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

10  
11 **Section 5.5. Duties.**

12  
13 **Section 5.5.1. President.**

14 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The  
15 President shall be made aware of and supervise all activities of the Chapter; execute all  
16 instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the  
17 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The  
18 President shall appoint all special committees not otherwise provided for in the Bylaws of the  
19 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of  
20 all committees. The President shall report periodically to the Membership regarding the  
21 progress and standing of the Chapter in regard to the President's official acts; and perform all  
22 other duties of the office. Upon being elected Chapter President, the President's union dues  
23 shall be reimbursed quarterly.

24  
25 **Section 5.5.2. Vice President.**

26 The Vice President shall provide such assistance to the President as requested; serve as  
27 chairperson of the Grievance Committee; shall, in the absence of the President, perform duties  
28 of that office; and in the case of permanent disability or resignation of the President, shall  
29 succeed to that office for the unexpired portion of the current term of office.

30  
31 **Section 5.5.3. Secretary/Treasurer.**

32 The Secretary/Treasurer shall ensure that the minutes of general Membership meetings and  
33 Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary/Treasurer to  
34 keep all records of the Chapter, the Board of Trustees, and to perform such other official  
35 functions as the President and Board of Trustees may direct. The Secretary/Treasurer shall  
36 receive and be accountable for all funds and monies belonging to the Chapter; pay all  
37 obligations incurred by the Chapter as authorized by the Board of Trustees; keep an accurate  
38 record of receipts and disbursements; and maintain bank accounts and depositories designated  
39 by the Board of Trustees. Such money shall be withdrawn only by checks signed by the  
40 President and/or Vice President and the Secretary/Treasurer. The Secretary/Treasurer shall  
41 render periodical financial reports as required by the Board of Trustees, the Membership, or  
42 Public School Employees of Washington to ensure that the Chapter is in compliance with all  
43 laws and regulations required by the Internal Revenue Service (IRS) and the Department of  
44 Labor. The fiscal year for all financial reports shall be from September 1<sup>st</sup> to August 31<sup>st</sup> of the  
45 following year, inclusive. The Secretary/Treasurer shall act as custodian of all properties of the  
46 Chapter. The Secretary/Treasurer shall submit the 990-N report to Public School Employees of  
47 Washington/SEIU by October 31<sup>st</sup> a financial report as required to maintain a non-profit status  
48 with the IRS.



1 **Section 5.5.4. Trustee.**

2 A Trustee shall represent the classification of employees which elected them and express to the  
3 Board of Trustees the needs, desires, and concerns of the members in their classification. They  
4 will be responsible, along with the Grievance Committee, in advising an employee about their  
5 contractual rights.  
6  
7  
8

9 **ARTICLE VI**

10  
11 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

12  
13 **Section 6.1.**

14 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes  
15 ten (10) working days notice of nominations and elections. Equal opportunities for competing  
16 candidates to state their qualifications and reasons for seeking office to the Chapter Membership.  
17 Elections shall be conducted by secret written ballot and certified by the Chapter Secretary/Treasurer.  
18

19 **Section 6.2.**

20 Members shall have an equal right to run and hold office, except those persons set forth in RCW  
21 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or appropriate State  
22 regulatory agencies as being a “supervisory employee.”  
23

24 **Section 6.3.**

25 Elections shall be held during the month of May. Terms of office shall be from September 1<sup>st</sup> through  
26 August 31<sup>st</sup> or until negotiations are finished.  
27

28 **Section 6.4.**

29 Nominations shall be from the floor at the meeting held for the election.  
30

31 **Section 6.5.**

32 To be eligible, a member must be in good standing for one (1) year immediately preceding the election.  
33

34 **Section 6.6.**

35 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so  
36 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days  
37 advance notice shall be given the Membership prior to the holding of the election.  
38

39 **Section 6.6.1.**

40 All members of the Chapter shall be eligible to vote for the positions of President, Vice  
41 President, and Secretary/Treasurer. In the election of a Trustee, only members in the  
42 classification of employees that the Trustee will represent shall be allowed to vote.  
43

44 **Section 6.7.**

45 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations  
46 contained in these Bylaws.  
47  
48

1 **Section 6.8.**

2 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the  
3 Membership present at any regular meeting of the Chapter. Written notice of the proposed removal  
4 must be given to the Board of Trustee member at least five (5) working days prior to the date of the  
5 meeting at which the removal is to be voted upon. Such notice must State the cause for the proposed  
6 removal.

7  
8 **Section 6.9.**

9 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
10 for removal of the member by the Board of Trustees. Removal of a board member because of  
11 excessive absenteeism shall not require the 2/3 vote of the Membership.

12  
13 **Section 6.10.**

14 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in  
15 accordance with the procedures set forth below:

16  
17 **Section 6.10.1.**

18 In the event the President cannot serve the remainder of his/her current term, the Vice President  
19 shall serve as President for the completion of the term.

20  
21 **Section 6.10.2.**

22 In the event of a vacancy in the Office of Vice President, Secretary/Treasurer, all members  
23 shall be notified of the vacancy and nominations solicited for the position. Nominations shall  
24 be accepted for a period of twenty (20) calendar days following the notification to members.  
25 The President, at his/her discretion, may call a meeting of the Board of Trustees, or act upon  
26 the vacancy at the next regularly scheduled board meeting. Each candidate for the position  
27 may submit a letter or have three (3) minutes to address the board prior to the vote to describe  
28 their qualifications and reasons they are seeking the position.

29  
30 **Section 6.10.3.**

31 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
32 occurs; provided, however, that when vacancies occur in the Office of Trustee, the President  
33 shall direct that a regular union meeting be held and that the classification elect a successor for  
34 the remainder of the vacant term. Election of the successor must be by majority vote.

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38 **ARTICLE VII**

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41 **MISCELLANEOUS PROVISIONS**

42  
43 **Section 7.1.**

44 Local Chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall  
45 always supersede local Bylaws where conflict exists.

1 **Section 7.2.**

2 This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees  
3 and members, together with other information required by PSE and shall notify PSE of all changes in  
4 board members, members, and addresses.

5  
6 **Section 7.3.**

7 This Chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute  
8 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
9 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
10 agreement which would affect the rights of employees represented by PSE, nor any agreement  
11 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or  
12 agent, unless such agreement is first reviewed and approved by the Executive Director of Public  
13 School Employees of Washington or his/her designee, provided decisions of the Executive Director  
14 may be appealed to the Board of Directors.

15  
16 **Section 7.3.1.**

17 Original signed copies of all documents pertaining to issues outlined in Section 7.3. shall be  
18 submitted to the regional service center, who will then forward the original to State  
19 headquarters after appropriate copies have been made.

20  
21 **Section 7.4. Building Representative.**

22 A Building Representative will have the responsibility of updating the PSE board with the most current  
23 information (Contracts, Bylaws, Seniority Lists, and any pertinent information etc.). If there are issues  
24 that are brought to the attention of the Building Representative, they will forward the information to  
25 the Vice President who will bring it to the Board of Trustees. Buildings may choose to hold a meeting  
26 and select their Building Representative. This may also be done via email. The elections for this  
27 position will be in May and will run from May to May. This is to be done every year although the  
28 same person can be chosen/elected each year. You must be a dues paying member to hold this position.  
29 Communication will be provided to the Building Reps to be distributed to the building PSE members.  
30 Building Representatives (who are not on the Board of Trustees) are not authorized to serve in a union  
31 representation capacity.

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35 **ARTICLE VIII**

36  
37 **COMMITTEES AND DELEGATES**

38  
39 **Section 8.1. Grievance Committee.**

40 A Grievance Committee shall be composed of the President, Vice President and one (1) Classification  
41 Representative from a classification not already represented and shall be responsible for advising  
42 members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

43  
44 **Section 8.2. Negotiating Committee.**

45 A Negotiating Committee shall be Board of Trustees and a representative from each classification of  
46 work as per Schedule A and shall work with the PSE Field Representative in developing proposals and  
47 negotiating agreements.

1 **Section 8.3. Annual Convention Delegates.**

2 Delegates and alternates shall be elected by secret ballot. Delegates and alternates shall represent the  
3 best interests of the Membership. Elected delegates and alternates who fail to perform their duties by  
4 not showing up to Convention shall reimburse the Chapter any funds lost. Failure to reimburse the  
5 Chapter will result in an ineligibility to be elected or serve as a Chapter Delegate or Alternate for a  
6 period of three (3) years. Delegates with unexcused absences from any Convention meetings or  
7 workshops may not be eligible to attend future conventions and may be held financially responsible for  
8 reimbursing the chapter for forfeited convention expenses. Convention expenses shall be reimbursed  
9 as follows:

- 10
- 11 A. Mileage Reimbursement/Parking. The mileage reimbursement will be paid to the driver at the  
12 District per mile rate. Mileage reimbursement will be calculated by the most direct route to and  
13 from the destination. Those drivers pooling with two (2) or more delegates or alternates shall  
14 receive an additional ten (10) cents per mile. Parking costs shall be reimbursed after an  
15 acceptable receipt is received.
  - 16 B. Rooms. The Board shall select the appropriate accommodations for the delegates and  
17 alternates. Delegates and alternates are expected to share rooms when possible.
  - 18 C. Registration. The Chapter will pay the registration fee of the delegates and alternates.
  - 19 D. Meal Reimbursement. Meals not included in the registration fee that are reimbursed will be  
20 determined each year based on the meals and incidentals expense chart on the GSA website  
21 which includes tip and tax, minus the incidental's column based on the area, after an acceptable  
22 receipt is received. No alcoholic beverages will be reimbursed.
  - 23 E. Chapter Gifts, Emergency Relief Fund, Convention Supplies, and Betty Rankin Sponsorship.  
24 The funding amounts for the chapter gift, donation to the Emergency Relief Fund,  
25 miscellaneous convention supplies (e.g. shirts, buttons, hats, etc.) and donations to the Betty  
26 Rankin Sponsorship fund shall be determined in the annual budget.
  - 27 F. Reimbursement. All paperwork needed to get a reimbursement needs to be submitted to the  
28 treasurer no later than thirty (30) calendar days after any event or there will be no  
29 reimbursement. Decisions for exceptions to the above timeline will be made by the full board.
- 30

31 **Section 8.3.1 Legislative Conference.**

32 Any member may attend the Conference when pre-registered through our Chapter. Registration  
33 will be completed by the Secretary/Treasurer, as approved by the Board of Trustees.

34

- 35 A. Mileage Reimbursement/Parking. The mileage reimbursement will be paid to the driver  
36 at the District per mile rate. Mileage reimbursement will be calculated by the most  
37 direct route to and from the destination. Those drivers pooling with two (2) or more  
38 attendees shall receive an additional ten (10) cents per mile. Parking costs shall be  
39 reimbursed after an acceptable receipt is received. Attendees will use the charter bus  
40 when provided by the State office.
- 41 B. Rooms. The Board shall select the appropriate accommodations for the delegates.  
42 Delegates are expected to share rooms when possible. Rooms will be for one (1) night,  
43 not to exceed two (2) nights unless preapproved by Executive Committee.
- 44 C. Registration. The Chapter will pay the registration fee of those attending Legislative  
45 Conference. In the event a delegate is unable to attend the Conference, notice must be  
46 given to the Chapter President seventy-two (72) hours prior to the start of the  
47 Conference.

- 1 D. Meal Reimbursement. Meals not included in the registration fee that are reimbursed will  
2 be determined each year based on the meals and incidentals expense chart on the GSA  
3 website which includes tip and tax, minus the incidentals column based on the area,  
4 after an acceptable receipt is received. No alcoholic beverages will be reimbursed.  
5 E. Chapter Gift for Auction. This association will determine through the annual budgeting  
6 process the amount to pay per chapter gift to Auction.  
7

8 **Section 8.4. Audit Committee.**

9 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
10 Chapter.  
11

12 **Section 8.5. Other Or Special Committees.**

13 The Board of Trustees shall designate such special committees as they determine necessary in the  
14 carrying out of the objectives and purposes of this Chapter.  
15  
16

17  
18 **ARTICLE IX**

19  
20 **AMENDMENTS**  
21

22 **Section 9.1.**

23 These Bylaws may be amended by a majority vote of the Board of Trustees at any Board of Trustees  
24 meeting.  
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**SIGNATURE PAGE**

BY: Danna Percifield  
Danna Percifield, Chapter President

DATE: 10-21-19

Amended January 17, 2007.  
Amended September 10, 2015  
Amended May 8, 2019