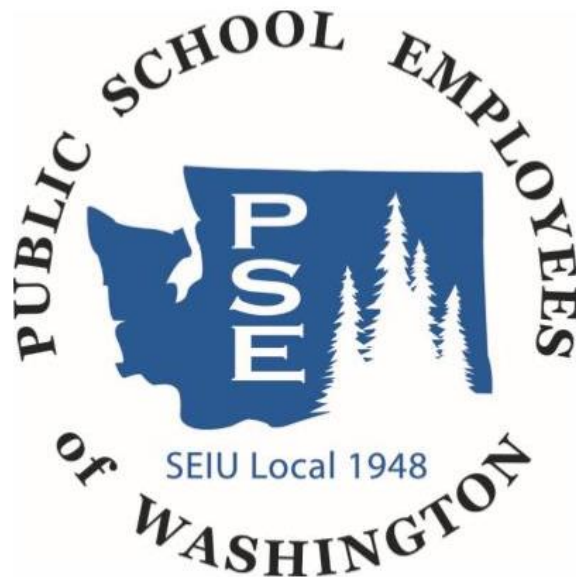


CHAPTER BYLAWS

COLVILLE PARAEDUCATORS & NUTRITION SPECIALISTS



Public School Employees of Washington/SEIU Local 1948

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ARTICLE I

NAME

The name of this Chapter shall be Public School Employees of Colville Paraeducators and Nutritional Specialists and shall be an affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

ARTICLE II

OBJECTIVES & PURPOSES

MISSION

14 It is the mission of Public School Employees of Colville Paraeducators and Nutrition Specialists to
15 work closely with Public School Employees of Washington 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.

VISION

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.

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

VALUES

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

- 34 • Striving for excellence and demonstrating pride in our work.
- 35 • Having open, honest communications.
- 36 • Providing high-quality service.
- 37 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be
38 based on trust and concern for the rights and welfare of others.
39 Embodying honesty and integrity in our conduct and relationships with others.
40 Treating others fairly, equally and respecting their individual dignity.
41 Recognizing individual worth.
- 42 • Supporting creativity, innovation, and constructive changes in the organization.
43 Demonstrating accountability for our performance, actions, and behavior.
- 44 • Doing the professional, technical, organizational, and ethically "right" thing as opposed to the
45 easy, popular, or politically expedient thing.
- 46 • Demonstrating a high level of social responsibility.
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ARTICLE III

MEMBERSHIP

Section 3.1.

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 3.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Colville School District, 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 3.1.2. 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 3.1.3. 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 state policy and bylaws. 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.

ARTICLE IV

DUES

Section 4.1. State Dues.

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

Section 4.1.1. Chapter Rebates.

Dues rebates from the State organization shall be received by the Chapter in accordance with the provisions of the State bylaws. Chapter rebates are intended to be used to send members in good standing to PSE Convention and Legislative Conference.

Section 4.2. Local Dues.

Local dues will be assessed for the purpose of making funds available for the good and welfare of the local chapter members in good standing, such as scholarships.

1 Local membership dues shall be two dollars (\$2.00) per month automatically deducted each payroll for
2 a total of twenty-four dollars (\$24.00) per year. Local dues shall be remitted to the Chapter Treasurer
3 by the School District.

4
5 Any member who is on an authorized leave of absence pursuant to the Collective Bargaining
6 Agreement, may have local dues collection suspended upon approval by the Chapter Board of
7 Trustees.

8
9 **Section 4.3. Refunds.**

10 Membership dues are not refundable except where an error resulting in an overpayment exists.
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14 **ARTICLE V**

15 **GOVERNANCE AND OPERATIONS**
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17

18 **Section 5.1.**

19 PSE shall be governed by a representative form of government.
20

21 **Section 5.2.**

22 Members shall suffer no impairment of freedom of speech concerning the operations of this
23 organization. Active discussions of organization affairs shall be encouraged and protected within this
24 organization.
25

26 **Section 5.3.**

27 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
28 such accounting shall include, but not be limited to, periodical reports to the membership by
29 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
30 and a financial audit at least once a year which is made available to all members.
31

32 **Section 5.4.**

33 Members shall have the right to full participation, through discussion and vote, in the decision making
34 processes of the organization and to pertinent information needed for the exercises of this right.
35

36 **Section 5.5. Governing Body.**
37

38 **Section 5.5.1. Board of Trustees.**

39 Except when general meetings of the Chapter are in session, the business and property of this
40 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
41 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
42 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
43 provided for in these bylaws or by action of the members at a regular or special meeting.
44

45 **Section 5.5.2. PSE Field Staff.**

46 PSE field staff shall work closely with the Chapter in an
47 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.

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2 **Section 5.6. Operating Principles.**

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

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6 **Section 5.6.1. Board/Membership Relationships.**

7 A positive, constructive, cooperative relationship between the Board of Trustees and the
8 membership is essential to achieving the mission and vision of the organization. Therefore, the
9 Board and membership will conduct themselves in a way that promotes mutual trust,
10 demonstrates respect for individual dignity, and displays professionalism. The Board shall
11 utilize positive conflict resolution methods and maintain open, honest lines of communication
12 that respect an appropriate chain of command within the Chapter.

13
14 **Section 5.6.2. Media.** The President, or his/her designee, is the primary spokesperson for the
15 Chapter. Media inquiries to individual Board members about matters of Chapter concern
16 should be referred to the Chapter President. Inquiries about a position of PSE on any matter of
17 Statewide concern or specific legislation should be referred to the Executive Director at State
18 headquarters.

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22 **ARTICLE VI**

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24 **MEETINGS**

25
26 **Section 6.1.**

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

29
30 **Section 6.2.**

31 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
32 President and signed by twenty percent (20%) of the members in good standing of this Chapter.

33
34 **Section 6.3.**

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

38
39 **Section 6.4.**

40 At any meeting of the membership of this Chapter, each member in good standing present shall be
41 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A majority
42 of the members present will constitute a quorum.

43
44 **Section 6.5. Board of Trustees Meetings.**

45 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
46 be called upon motion of a majority of the members of the Board of Trustees to the President. A
47 majority of the members of the Board of Trustees shall constitute a quorum.

1
2 **Section 6.6.**

3 The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
4 meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of
5 the Public School Employees of Washington/SEIU Local 1948.
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9 **ARTICLE VII**

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11 **BOARD OF TRUSTEES**

12
13 **Section 7.1.**

14 The Board of Trustees shall be composed of the President, Vice President/Membership Officer,
15 Secretary/Treasurer, elected by the membership, and a building representative from each school
16 building. Building representatives will be selected by members in each building site.
17

18 **Section 7.2.**

19 The term of office shall be for a period of two (2) years, or until their successors are elected.
20

21 **Section 7.3.**

22 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
23 Board shall deem necessary for the competent management of affairs of the Chapter.
24

25 **Section 7.4.**

26 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
27 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
28 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
29 quorum.
30

31 **Section 7.5. Duties.**

32
33 **Section 7.5.1. President.**

34 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
35 President shall be made aware of and supervise all activities of the Chapter; execute all
36 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
37 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The
38 President shall appoint all special committees not otherwise provided for in the bylaws of the
39 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of
40 all committees. The President shall report periodically to the membership regarding the
41 progress and standing of the Chapter in regard to the President's official acts; and perform all
42 other duties of the office.
43

44 **Section 7.5.2. Vice President/Membership Officer.**

45 The Vice President/Membership Officer shall provide such assistance to the President as
46 requested; serve as Chairperson of the Grievance Committee; shall, in the absence of the
47 President, perform duties of that office; and in the case of permanent disability or resignation of

1 the President, shall succeed to that office for the unexpired portion of the current term of office.
2 It shall also be the duty of the Vice President/Membership Officer to maintain a current and
3 accurate list of members of the Chapter in coordination with the membership information
4 section at PSE State Headquarters; ensure that all members are paying dues; render periodical
5 membership reports as required by Public School Employees of Washington; and perform such
6 other official functions as the President and Board of Trustees may direct.

7
8 **Section 7.5.3. Secretary/Treasurer.**

9 The Secretary/Treasurer shall ensure that the minutes of general membership meetings and
10 Board of Trustee meetings are duly recorded. This officer shall receive and be accountable for
11 all funds and monies belonging to the Chapter, pay all obligations incurred by the chapter as
12 authorized by the Board of Trustees, render periodic financial reports as required by the Board
13 of Trustees or by the membership, keep an accurate record of receipts and disbursement, and
14 maintain back accounts and depositories designated by the Board of Trustees, Such money
15 shall be withdrawn only by checks or debit card signed by the Treasurer, President or Vice
16 President.

17
18 It shall be the duty of the Secretary/Treasurer to keep all records and act as the custodian of all
19 properties of the Chapter and will perform such other official functions as the President and
20 Board of Trustees may direct.

21
22 The Secretary/Treasurer will complete the annual 990 report required by the PSE state office
23 which provides information to prove to the IRS that the Local Chapter income is less than
24 \$50,000.

25
26 **Section 7.5.4. Trustee/Building Representative.**

27 A Trustee/Building Representative shall represent the employees in the building which selected
28 them and express to the Board of Trustees the needs, desires, and concerns of the members in
29 their building. They will be responsible, along with the Board of Trustees in advising an
30 employee about their contractual rights.

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34 **ARTICLE V I I I**

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36 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

37
38 **Section 8.1.**

39 Members shall have the right to fair and democratic elections at all levels of the Chapter. This
40 includes five (5) workdays notice of nominations and elections, and equal opportunities for competing
41 candidates to State their qualifications and reasons for seeking office to the Chapter membership.
42 Elections shall be conducted by secret written ballot and certified by the Chapter Secretary. The
43 ballots will be retained in a sealed envelope for one (1) calendar year from the date of the elections.
44 After that time, they will be destroyed.

1 **Section 8.2.**

2 Members in good standing shall have an equal right to run and hold office, except those persons set
3 forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or
4 appropriate State regulatory agencies as being a “supervisory employee.”
5

6 **Section 8.3.**

7 Elections shall be held in the spring. The newly elected leaders will shadow current officers from the
8 time of election until their term begins in September. Terms of office shall be for two (2) years from
9 the date of election, until the next bi-annual elections. Elections for President will be odd years and for
10 Vice President and Secretary/Treasurer even years.
11

12 **Section 8.4.**

13 Nominations may be made by the nominating committee, but whether or not such nominating
14 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
15

16 **Section 8.5. Eligibility to be Nominated.**

17 To be eligible to run for an elected office, a member must be in good standing for six (6) months
18 immediately preceding the election.
19

20 **Section 8.6. Eligibility to Vote.**

21 All members in good standing of the Chapter shall be eligible to vote for the positions of President,
22 Vice President/Membership Officer, Secretary/Treasurer. In the selection of a Trustee/Building Rep,
23 only members of the building that the Trustee will represent shall be allowed to vote should there be
24 more than one member who wants to fill the position.
25

26 **Section 8.7.**

27 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
28 contained in these bylaws.
29

30 **Section 8.8.**

31 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
32 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
33 must be given to the Board of Trustee member at least five (5) workdays prior to the date of the
34 meeting at which the removal is to be voted upon. Such notice must State the cause for the proposed
35 removal.
36

37 **Section 8.9.**

38 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
39 for removal of the member by the Board of Trustees. Removal of a Board member because of
40 excessive absenteeism shall not require the 2/3 vote of the membership.
41

42 **Section 8.10.**

43 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
44 accordance with the procedures set forth below:
45

46 **Section 8.10.1.** In the event the President cannot serve the remainder of his/her current term,
47 the Vice President shall serve as President for the completion of the term.

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Section 8.10.2.

In the event of a vacancy in the office of Vice President/Membership Officer, Secretary/Treasurer, all members shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a period of ten (10) calendar days following the notification to members. The President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the position may submit a letter or have three (3) minutes to address the Board prior to the vote to describe their qualifications and reasons they are seeking the position.

Section 8.10.3.

Vacancies shall be filled only for the remainder of the term in which the vacancy occurs; provided, however, that when vacancies occur in the office of Trustee, the President shall direct that a building meeting be held and that the building elect a successor for the remainder of the vacant term. Election of the successor must be by majority vote. In the event that more than two candidates run for the office, the candidate with the lowest vote total will be dropped from the ballot after each round of voting until one candidate receives a majority of the votes cast.

ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 9.1.

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

Section 9.2.

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

Section 9.3.

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

Section 9.3.1.

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



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ARTICLE X

COMMITTEES AND DELEGATES

Section 10.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and at least one representative from each classification of employees in the Chapter; and shall be responsible for advising members of their rights as outlined in the State bylaws, Article XIV, State Grievance Panel.

Section 10.2. Negotiating Committee.

A Negotiating Committee shall be the Executive Board which consists of the President, the Vice President/Membership Officer, Secretary/Treasurer. If either the Nutrition Specialists or Paraeducators classifications are not represented on the Executive Board, then the President will appoint a representative from the non-represented classification to the negotiating committee. The negotiating committee shall work with the PSE field representative in developing proposals and negotiating agreements.

Section 10.3. Legislative Representative.

The Legislative Representative will work as a liaison between Chapter members and the Zone Representative on the State PSE Legislative Council. Names and address of the representative will be submitted to Public School Employees of Washington, and PSE shall be notified of any changes in representative or address. This is an appointed position that will be filled in the fall.

Section 10.4. Annual Convention Delegates.

Convention 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.

Members will receive notification of the meeting to elect convention delegates fifteen (15) day prior to the meeting per federal law and should request a postcard from the PSE State Office thirty (30) business days prior to the meeting date.

Section 10.5. Audit Committee.

An Audit Committee shall be selected by the Executive Board to audit the financial records of the Chapter if needed.

Section 10.6. Scholarship Committee.

A scholarship committee will be appointed annually to review application and determine awards. The scholarship committee will create a written procedure and process which will be shared with the Board of Trustees who will keep a record of scholarships awarded.

Section 10.7. Other or Special Committees.

Subject to the approval of the Board of Trustees the President shall appoint such special committees as determined necessary in the carrying out of the objectives and purposes of this Chapter.

1
2 **ARTICLE XI**

3
4 **AMENDMENTS**

5
6 **Section 11.1.**

7 These bylaws may be amended by a majority vote of the membership at any regular or special meeting
8 thereof; providing, that notice of the intent to amend any specific provision be given to the members at
9 least five (5) workdays prior to the meeting at which said vote is to be taken.
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19 BY: Lana Sager
20 Lana Sager, Chapter Secretary
21

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23 DATE: 6-4-19
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30 Adopted September 1, 1989
31 Amended by the membership June 7, 1995
32 Amended by the membership April 24, 2002
33 Amended by the membership October 20, 2014
34 Amended by the membership May 16, 2019
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