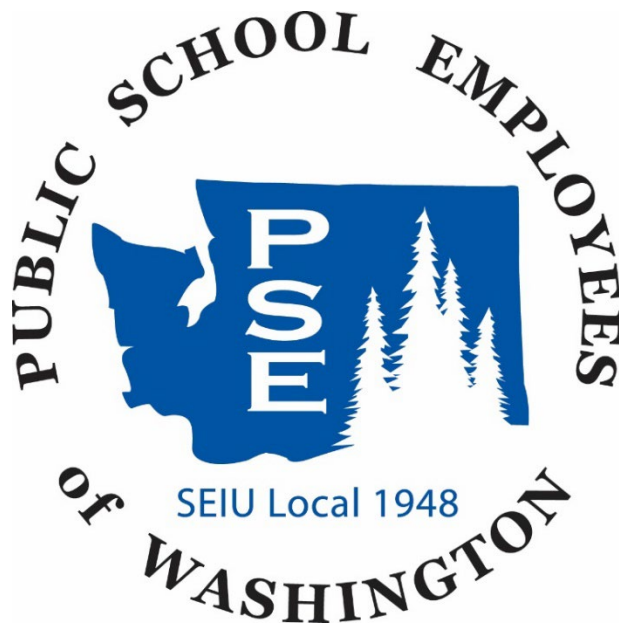


CHAPTER BYLAWS

Amended March 22, 2024

PUBLIC SCHOOL EMPLOYEES OF CONWAY #801



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.

6
7 We are under a solemn obligation to represent the members of this organization forcefully and
8 effectively in negotiations with the management of the Conway School District and to conduct internal
9 organizational affairs according to democratic standards.

10
11 THEREFORE, we, the Classified School Employees of Conway School District, in meeting, adopt these
12 Bylaws this 14th day of April, 1983.

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15 **ARTICLE I**

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18 The name of this organization shall be the Public School Employees of Conway School District.

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21 **ARTICLE II**

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24 This local organization shall be affiliated with and be a chapter of the Public School Employees of
25 Washington/SEIU Local 1948. This organization was chartered by Public School Employees of
26 Washington on April 14, 1983.

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29 **ARTICLE III**

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

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35 **ARTICLE IV**

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38 The objectives and purpose of this organization are:

- 39
40 A. To promote the welfare of the membership and the classified employees of the Conway School
41 District and to provide a voice in the determination of the terms and conditions of employment.
42 We are committed to the process of collective bargaining as a desirable, democratic and effective
43 method to achieve this.
- 44
45 B. To promote and provide systematic and effective employee management through collective
46 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
47 collective negotiations on personnel matters, including wages, hours and working conditions,
48



1 vacations, holidays and other conditions of employment for the classified employees of Conway
2 School District.

- 3
- 4 C. Both as members and as citizens, we shall also employ available legislative and political action
5 to establish adequate financial provisions for the improvement of public school education and
6 equitable consideration for the classified school employees from the State Legislators.
- 7
- 8 D. To establish better fellowship and understanding among classified school employees and to strive
9 for their overall betterment through training, legislation, and Association benefits.
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13 **ARTICLE V**

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15 **MEMBERSHIP**

16

17 **Section 1. Eligibility.**

18 Except as otherwise provided in these Bylaws, any person without regard to race, color, national origin,
19 gender identification, disability or political belief, who meets the requirements hereinafter listed shall be
20 eligible for membership.

21

- 22 A. All persons regularly employed as a classified school employee (as defined by the Public School
23 Employees of Washington) by or in Conway School District, and who are members of the Public
24 School Employees of Washington, are eligible for membership in the organization.
- 25
- 26 B. Definition of a “Free Rider” Any member that opts out of payment of dues or fails to become a
27 member of the Conway Chapter of Public School Employees Washington/SEIU Local 1948 shall
28 be entitled only to those rights and privileges set forth in the Conway PSE Policy and Bylaws.
29 Free Rider members shall not be entitled to hold any office, attend local or state meetings, vote
30 for local or state leaders, or vote for ratification of Conway collective bargaining agreements. In
31 addition, Free Rider members may not attend any Conway PSE sponsored functions. No Free
32 Rider members may serve on any committee. A former Free Rider member may serve on a
33 committee under the following conditions: sign a PSE/SEIU Local 1948 membership card and a
34 regular dues paying member for at least twelve (12) consecutive months.
- 35

36 **Section 2. Local Dues.**

- 37 A. Application for membership shall be made on a standard application form provided by the Board
38 of Trustees. Unless such form includes a valid authorization for payroll deduction of dues, the
39 application shall be accompanied by the current months dues.
- 40
- 41 B. The District is authorized to deduct five dollars (\$5.00) monthly from all member’s gross
42 earnings; such deduction shall be deposited in the bank account of Conway Public School
43 Employees. The purpose of such deduction is to support the cost of local chapter administration
44 and scholarships.
- 45
- 46 C. Membership dues are not refundable except where an error resulting in an overpayment exists.
- 47
- 48

1 D. Officer Compensation: Effective September 1, 2021, each Officer of the Conway PSE Board
2 shall receive an annual stipend for service to the Chapter as follows:

3
4 Option # 1

5 President - \$599 annual stipend
6 Vice-President - \$100 annual stipend
7 Secretary - \$100 annual stipend
8 Treasurer - \$100 annual stipend

9
10 Option # 2

11 President - \$400 annual stipend
12 Vice-President - \$100 annual stipend
13 Secretary - \$100 annual stipend
14 Treasurer - \$100 annual stipend

15
16 Option # 3

17 President - \$250 annual stipend
18 Vice-President - \$100 annual stipend
19 Secretary - \$100 annual stipend
20 Treasurer - \$100 annual stipend

21
22 The membership will meet in May 2022 in order to determine whether to continue paying the
23 annual stipend to chapter officers.

24
25 **Section 3. Rights.**

- 26 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
27 organization. Active discussions of organization affairs shall be encouraged and protected within
28 this organization.
- 29
30 B. Members shall have the right to fair and democratic elections at all levels of the organization.
31 This includes due notice of nominations and elections, equal opportunities for competing
32 candidates, and proper election procedures which shall be specifically set forth.
- 33
34 C. Members shall have an equal right to run and hold office, except those persons set forth in RCW
35 41.56.030 Par. 2, a, b and c: and those employees classified either by State statute or appropriate
36 State regulatory agencies as being a “supervisory employee”.
- 37
38 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
39 levels such accounting shall include, but not be limited to, periodical reports to the membership
40 by appropriate fiscal officers or by independent auditors not otherwise connected with the
41 organization, and a financial audit at least once a year which is made available to all members.
- 42
43 E. Members shall have the right to full participation, through discussion and vote, in the decision
44 making process of the organization and to pertinent information needed for the exercises of this
45 right.
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ARTICLE VI

MEETINGS

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

At any meeting of the membership of this organization, each member present shall be entitled to one (1) vote. A member must be present to vote – no proxy vote will be allowed however, online voting is permitted when the meeting is conducted via Zoom. A minimum of five (5) members must be present to constitute a quorum before any organization business may be transacted.

ARTICLE VII

MANAGEMENT

Section 1.

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

Section 2.

The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer and a unit representative elected by the unit from each of the following classifications of employees of the school district if represented by the local Public School Employees organization.

- Classifications:
1. Transportation
 2. Food Service
 3. Secretarial and Clerical
 4. Custodial/Maintenance
 5. Paraeducators
 6. Technology
 7. Other units requesting further affiliation.

1 **Section 3.**

2 The term of office of the Trustees of this organization shall be for a period of two (2) years from the date
3 of election.

4
5 **Section 4.**

6 The Board of Trustees shall hold meetings as the President or the Board shall deem necessary for the
7 competent management of affairs of the organization.

8
9 **Section 5.**

10 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
11 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
12 by proxy shall not be allowed, with the exception of meeting that is conducted online. A majority of the
13 members of the Board of Trustees shall constitute a quorum.

14
15 **Section 6.**

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

20
21 **Section 7.**

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

25
26 **Section 8.**

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

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35 **ARTICLE VIII**

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37 **OFFICERS, NOMINATIONS AND ELECTIONS**

38
39 **Section 1.**

40 The Officers of this organization shall be a President, a Vice President, a Secretary/Treasurer. All
41 Officers shall be elected for a term of one (1) year.

42
43 **Section 2.**

44 Nominations may be made by the Nominating Committee, but whether or not a Nominating Committee
45 is used, nominations shall be permitted from the floor at a meeting held to elect officers.

46
47 **Section 3.**

48 To be eligible for office, a member must be in good standing for six (6) months immediately preceding

1 the election, except in the initial election held in this organization, and must qualify under the provisions
2 of Article V, Section 3-C.

3
4 **Section 4.**

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

8
9 **Section 5.**

10 Every Officer and Trustee shall, upon assuming office, subscribe to the obligation of an Officer and
11 Trustee, contained in these Bylaws.

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15 **ARTICLE IX**

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17 **DUTIES OF OFFICERS**

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19 **Section 1. President.**

20 The President shall preside at all meetings of the organization and of the Board of Trustees. The
21 President shall supervise all activities of the organization; execute all instruments in its behalf; counter-
22 sign all checks drawn against the fund of the organization; appoint all special committees of the
23 organization subject to the approval of the Board of Trustees; report periodically to the membership
24 regarding the progress and standing of the organization in regard to the President's official acts; perform
25 all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

26
27 **Section 2. Vice President.**

28 The Vice President shall act for the President in the President's absence and perform such other acts as
29 the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of
30 Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition
31 to either the President or Secretary.

32
33 **Section 3. Secretary.**

34 It shall be the duty of the Secretary to keep all records of the organization, minutes of general
35 membership meetings and minutes of Board of Trustees meetings. The Secretary shall perform such
36 other acts as the President and Board of Trustees may direct. The Secretary may be authorized, by the
37 Board of Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of
38 either the President or Vice President or Treasurer.

39
40 **Section 4. Treasurer.**

41 The Treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all
42 obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain
43 bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn
44 only by checks signed by the President and/or Vice-President and/or Secretary and Treasurer; and shall
45 render periodical financial reports as required by the Board of Trustees or by the membership; and keep
46 an accurate record of receipts and disbursements; and shall act as custodian of all properties of the
47 organization.

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ARTICLE X

MISCELLANEOUS PROVISIONS

Section 1.

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

Section 2.

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

Section 3.

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

ARTICLE XI

COMMITTEES AND DELEGATES

Section 1. Grievance Committee.

The Grievance Committee shall be the Officers.

Section 2. Negotiating Committee.

A Negotiating Committee shall be selected by the Board of Trustees.

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.

ARTICLE XII

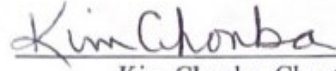
AMENDMENTS

Section 1.

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

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SIGNATURE PAGE



Kim Chonka, Chapter President

Adopted by the membership April 14, 1983.
Amended May 6, 2008.
Amended September 13, 2022.
Amended March 22, 2024.