

# **CHAPTER BYLAWS**

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## **PUBLIC SCHOOL EMPLOYEES OF CRESCENT**

**Public School Employees Of Washington**  
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**P R E A M B L E**

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2 A. **NAME**  
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4 The name of this chapter shall be Public School Employees of Crescent and shall be an affiliate of  
5 Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor organization  
6 operating under the laws of the State of Washington.  
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8 B. **MISSION - OUR PURPOSE FOR EXISTING**  
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10 It is the mission of Public School Employees of Crescent to work closely with Public School  
11 Employees of Washington to support the Chapter through collective bargaining and the protection  
12 of those rights, promote educational enrichment opportunities, encourage membership growth, and  
13 provide quality leadership while working closely with the state legislature in an effort to enact laws  
14 which will represent the best interest of all classified school employees in the state of Washington.  
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16 C. **VISION - WHAT WE STRIVE TO ACHIEVE**  
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18 We will provide service of superior quality and value that best meets the needs of our chapter  
19 members. We will achieve that purpose through an organization and working environment which  
20 attracts the finest people, fully develops and challenges individual talents, encourages our free and  
21 spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of  
22 integrity and commitment to do the right thing.  
23

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

29 D. **VALUES - THAT WHICH GUIDES OUR DECISIONS,**  
30 **PERFORMANCE, AND CONDUCT**  
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32 Recognizing the needs of members and PSE staff, we are committed to:

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

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. 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.

**Section 3.5. PSE Field Staff.** PSE field staff shall work closely with the chapter in an 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.

1 **Section 3.6. Media.** The president, or his/her designee, is the primary spokesperson for the chapter.  
2 Media inquiries to individual members about matters of chapter concern should be referred to the  
3 chapter president. Inquiries about a position of PSE on any matter of statewide concern or specific  
4 legislation should be referred to the executive director at state headquarters.  
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8 **ARTICLE IV**  
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10 **MEETINGS**  
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12 **Section 4.1.** Chapter meetings of this chapter shall be held at least four (4) times annually at a time  
13 and place to be fixed by the president.  
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15 **Section 4.2.** Special meetings may be called by the president or by petition filed with the president and  
16 signed by twenty percent (20%) of the members in good standing of this chapter.  
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18 **Section 4.3.** The president shall provide at least five (5) days notification to all members of any  
19 meeting called. However, said five (5) days notice may be waived by the president provided that every  
20 reasonable effort is employed to notify the membership of the meeting. An agenda is to be included in  
21 the meeting notice.  
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23 **Section 4.4.** At any meeting of the membership of this chapter, each member in good standing present  
24 shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed.  
25 Members present shall constitute a quorum.  
26

27 **Section 4.5.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall  
28 govern this chapter in all cases to which they are applicable and in which they are not inconsistent with  
29 the PSE state bylaws, these bylaws and with any special rules of order this chapter may adopt.  
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ARTICLE V

**OFFICERS**

**Section 5.1.** The officers shall be composed of the president, vice president and secretary-treasurer.

**Section 5.2.** The term of office shall be for a period of two (2) years, or until their successors are elected.

**Section 5.3. Duties.**

**Section 5.3.1. President.** The president shall preside at all Chapter meetings. The president shall be made aware of, and supervise all activities of the chapter; execute all instruments in its behalf; and work with PSE field staff. The president shall report periodically to the membership regarding the progress and standing of the chapter in regard to the president’s official acts; and perform all other duties of the office.

**Section 5.3.2. Vice President.** The vice president shall provide such assistance to the president as requested; serve as chairperson of the Grievance Committee; shall, in the absence of the president, perform duties of that office; and in the case of permanent disability or resignation of the president, shall succeed to that office for the unexpired portion of the current term of office.

**Section 5.3.5. Secretary-Treasurer.** The secretary-treasurer shall ensure that the minutes of Chapter meetings are duly recorded. It shall be the duty of the secretary-treasurer to keep all records of the chapter. The secretary-treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Chapter; keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the Chapter. Such money shall be withdrawn only by checks signed by the president and/or vice president and the secretary-treasurer. The secretary-treasurer shall render periodical financial reports as required by the Chapter, or Public School Employees of Washington to ensure that the chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The secretary-treasurer shall act as custodian of all properties of the chapter.

ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

**Section 6.1.** Members shall have the right to fair and democratic elections at all levels of the chapter. This includes ten (10) working days notice of nominations and elections, and equal opportunities for competing candidates to state their qualifications and reasons for seeking office to the chapter membership. Elections shall be conducted by secret written ballot and certified by the chapter secretary.

**Section 6.2.** Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate state regulatory agencies as being a “supervisory employee.”

**Section 6.3.** Elections shall be held during the months of May or June. Terms of office shall be from September 1 through August 31.

**Section 6.4.** Nominations may be made from the floor at the meeting held for the election.

**Section 6.6.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days advance notice shall be given the membership prior to the holding of the election.

**Section 6.6.1.** All members of the Chapter shall be eligible to vote for the positions of President, Vice President and Secretary-Treasurer.

**Section 6.7.** Officers may be removed from office by a two-thirds (2/3) vote of the membership at any regular or special meeting of the chapter. Written notice of the proposed removal must be given to the President or Vice-President at least five (5) working days prior to the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed removal.

**Section 6.8.** Unexcused absences from three (3) consecutive meetings of the Chapter shall be due cause for removal of the member by the membership. Removal of an officer because of excessive absenteeism shall not require the 2/3 vote of the Chapter.



1 **Section 6.9.** A vacancy in any position, except that of president, shall be filled by the membership in  
2 accordance with the procedures set forth below:  
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4 **Section 6.9.1.** In the event the president cannot serve the remainder of his/her current term, the  
5 vice president shall serve as president for the completion of the term.  
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7 **Section 6.9.2.** In the event of a vacancy in the office of vice president or secretary-treasurer all  
8 members shall be notified of the vacancy and nominations solicited for the position. Nominations shall  
9 be accepted for a period of twenty (20) calendar days following the notification to members. The  
10 president, at his/her discretion, may either call a special meeting of the Chapter, or act upon the  
11 vacancy at the next regularly scheduled Chapter meeting.  
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15 **ARTICLE VII**  
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17 **MISCELLANEOUS PROVISIONS**  
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19 **Section 7.1.** Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State  
20 bylaws shall always supersede local bylaws where conflict exists.  
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22 **Section 7.2.** This chapter shall send to the PSE state office a list of names and addresses of its  
23 members, together with other information required by PSE and shall notify PSE of all members and  
24 addresses.  
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26 **Section 7.3.** This chapter shall not enter into any collective bargaining agreement, amendment thereto,  
27 dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which  
28 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor  
29 any agreement which would affect the rights of employees represented by PSE, nor any agreement  
30 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or  
31 agent, unless such agreement is first reviewed and approved by the Executive Director of Public School  
32 Employees of Washington or his/her designee, provided decisions of the executive director may be  
33 appealed to the Board of Directors.  
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ARTICLE VIII

COMMITTEES AND DELEGATES

**Section 8.1. Grievance Committee.** A Grievance Committee shall be composed of the membership; and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel. The Vice-President shall chair the Grievance Committee pursuant to Section 5.5.2.

**Section 8.2. Negotiating Committee.** A Negotiating Committee shall be selected by the membership and shall include not more than three (3) members.

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

ARTICLE IX

AMENDMENTS

**Section 9.1.** These bylaws may be amended by a majority vote of the membership at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members of the membership by the President at least five (5) working days prior to the meeting at which said vote is to be taken.

Adopted by the membership on the 9<sup>th</sup> day of April, 2002.

/s/ Linda Johnson  
Chapter President