

# **CHAPTER BYLAWS**

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## **DARRINGTON**

**Incorporated: November 13, 1969**

**Updated: January 30, 2002**

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

**A. NAME**

The name of this chapter shall be Public School Employees of Darrington 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.

**B. MISSION – OUR PURPOSE FOR EXISTING**

It is the mission of Public School Employees of Darrington to work closely with Public School Employees of Washington to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington.

**C. VISION – WHAT WE STRIVE TO ACHIEVE**

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

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

**D. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT**

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.

- 1 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to  
2 be based on trust and concern for the rights and welfare of others.
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- 4 • Embodying honesty and integrity in our conduct and relationships with others.
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- 6 • Treating others fairly, equally and respecting their individual dignity.
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- 8 • Recognizing individual worth.
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- 10 • Supporting creativity, innovation, and constructive changes in the organization.
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- 12 • Demonstrating accountability for our performance, actions, and behavior.
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- 14 • Doing the professional, technical, organizational, and ethically “right” thing as opposed to  
15 the easy, popular, or politically expedient thing.
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- 17 • Demonstrating a high level of social responsibility.
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21 **ARTICLE I**

22 **MEMBERSHIP**

23 **Section 1.1.** Except as otherwise provided in these bylaws, any person, without regard to race,  
24 creed, color, national origin, sex, or political belief, shall be eligible for membership.

25 **Section 1.1.1. Active Member.** Any classified school employee who is regularly employed by or  
26 for the Darrington School District, and who is a member of Public School Employees of  
27 Washington, is eligible for membership in this chapter. A classified employee is one whose  
28 position does not require a teaching certificate.

29 **Section 1.1.2. Member In Good Standing.** To be eligible to vote and to hold office, a member  
30 must be in good standing. To be in good standing, the member shall be employed and current in  
31 payment of dues as are required by these bylaws. Any member who is on authorized leave of  
32 absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold  
33 office. Any member who is terminated from employment shall not be eligible to vote or hold  
34 office.  
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1 **Section 1.1.3.** A member in good standing shall, at his request, receive a withdrawal card from this  
2 organization under the following circumstances:  
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- 4 A. If he is separated from service with his employing agency.
- 5 B. If he becomes ineligible for membership in this organization as a result of a promotion,  
6 demotion or transfer.
- 7 C. If he retires.
- 8 D. Upon entering military service.
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12 **ARTICLE II**  
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14 **DUES**  
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16 **Section 2.1. State Dues.** State dues shall be paid monthly to the state office of PSE as outlined in  
17 the state bylaws.  
18

19 **Section 2.1.1. Chapter Rebates.** Dues rebates from the state organization shall be received by the  
20 chapter in accordance with the provision of the state bylaws.  
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22 **Section 2.2. Local Dues.** Local membership dues shall be \$4.00 per month. Local dues shall be  
23 paid monthly to the chapter treasurer by the school district. Any member who is on an authorized  
24 leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection  
25 suspended upon approval by the Chapter Board of Trustees.  
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27 **Section 2.3. Refunds.** Membership dues are not refundable except where an error resulting in an  
28 overpayment exists.  
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32 **ARTICLE III**  
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34 **GOVERNANCE AND OPERATIONS**  
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36 **Section 3.1.** PSE shall be governed by a representative form of government.  
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38 **Section 3.2.** Members shall suffer no impairment of freedom of speech concerning the operations  
39 of this organization. Active discussions of organization affairs shall be encouraged and protected  
40 within this organization.  
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1 **Section 3.3.** Members shall have the right to a full and clear accounting of all organizational funds.  
2 At all levels such accounting shall include, but not be limited to, periodical reports to the  
3 membership by appropriate fiscal officers or by independent auditors not otherwise connected with  
4 the organization, and a financial audit at least once a year which is made available to all members.  
5

6 **Section 3.4.** Members shall have the right to full participation, through discussion and vote, in the  
7 decision making processes of the organization and to pertinent information needed for the exercises  
8 of this right.  
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10 **Section 3.5. GOVERNING BODY.**

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12 **Section 3.5.1. Board of Trustees.** Except when general meetings of the chapter are in session, the  
13 business and property of this chapter shall be managed by a Board of Trustees. The authority to  
14 govern and act on behalf of the membership is vested in the elected Board of Trustees who shall  
15 decide all matters affecting the purposes, aims and means of accomplishing the purposes of this  
16 chapter, not specifically provided for in these bylaws or by action of the members at a regular or  
17 special meeting.  
18

19 **Section 3.5.2. PSE Field Staff.** PSE field staff shall work closely with the chapter in an advisory  
20 position. All decision governing the business of the local chapter shall be the sole responsibility of  
21 the elected officials and membership of the chapter.  
22

23 **Section 3.6. Operating Principles.** In order to provide the chapter with the highest quality  
24 direction and management possible, the following operating principles shall guide the Board of  
25 Trustees.  
26

27 **Section 3.6.1. Board/Membership Relationships.** A positive, constructive, cooperative  
28 relationship between the Board of Trustees and the membership is essential to achieving the mission  
29 and vision of the organization. Therefore, the board and membership will conduct themselves in a  
30 way that promotes mutual trust, demonstrates respect for individual dignity, and displays  
31 professionalism. The board shall utilize positive conflict resolution methods and maintain open,  
32 honest lines of communication that respect an appropriate chain of command within the chapter.  
33

34 **Section 3.6.2. Media.** The president, or his/her designee, is the primary spokesperson for the  
35 chapter. Media inquiries to individual board members about matters of chapter concern should be  
36 referred to the chapter president. Inquiries about a position of PSE on any matter of statewide  
37 concern or specific legislation should be referred to the executive director at state headquarters.  
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ARTICLE IV

MEETINGS

**Section 4.1.** The Board of Trustees shall hold meetings as the president or the board shall deem necessary for the competent management of affairs of the organization.

**Section 4.2.** 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 in good standing of this chapter.

**Section 4.3.** 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 4.4.** At any meeting of the membership of this chapter, each member in good standing present shall be entitled to vote. A member must be present to vote – no proxy vote will be allowed. A minimum of three (3) members must be present to constitute a quorum before any chapter business may be transacted.

**Section 4.5. Board of Trustees Meetings.** Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members of the Board of Trustees shall constitute a quorum.

**Section 4.6.** The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE state bylaws, these bylaws and with any special rules of order this chapter may adopt.

ARTICLE V

BOARD OF TRUSTEES

**Section 5.1.** The Board of Trustees shall be composed of the president, vice president, secretary, membership officer and treasurer.

**Section 5.2.** The term of office shall be for a period of one (1) year or until their successors are elected.

**Section 5.3.** The Board of Trustees shall hold regular meetings, and such special meetings as the president or the board shall deem necessary for the competent management of affairs of the Chapter.

1 **Section 5.4.** Each member of the Board of Trustees shall possess one (1) vote in matters coming  
2 before the board. All voting at meetings of the Board of Trustees shall be by each member present  
3 in person, and voting by proxy shall not be allowed. A majority of the members of the Board of  
4 Trustees shall constitute a quorum.

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6 **Section 5.5. Duties.**

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8 **Section 5.5.1. President.** The president shall preside at all meetings of the chapter and of the  
9 Board of Trustees. The president shall be made aware of, and supervisor all activities of the  
10 chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice and  
11 consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the  
12 chapter. The president shall appoint all special committees not otherwise provided for in the bylaws  
13 of the chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member  
14 of all committees. The president shall report periodically to the membership regarding the progress  
15 and standing of the chapter in regard to the president's official acts; and perform all other duties of  
16 the office.

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18 **Section 5.5.2. Vice President.** The vice president shall provide such assistance to the president as  
19 requested; serve as chairperson of the Grievance Committee; shall, in the absence of the president,  
20 perform duties of that office; and in the case of permanent disability or resignation of the president,  
21 shall succeed to that office for the unexpired portion of the current term of office.

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23 **Section 5.5.3. Secretary.** The secretary shall ensure that the minutes of general membership  
24 meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the secretary to  
25 keep all records of the chapter, the Board of Trustees, and to perform such other official functions  
26 as the president and Board of Trustees may direct.

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28 **Section 5.5.4. Membership Officer.** It shall be the duty of the membership officer to maintain a  
29 current and accurate list of members of the chapter in coordination with the membership  
30 information section at PSE state headquarters; ensure that all members are paying dues; render  
31 periodical membership reports as required by Public School Employees of Washington; and  
32 perform such other official functions as the president and Board of Trustees may direct.

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34 **Section 5.5.5. Treasurer.** The treasurer shall receive and be accountable for all funds and monies  
35 belonging to the chapter; pay all obligations incurred by the chapter as authorized by the Board of  
36 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and  
37 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks  
38 signed by the president and/or vice president and the treasurer. The treasurer shall render periodical  
39 financial reports as required by the Board of Trustees, the membership, or Public School Employees  
40 of Washington to ensure that the chapter is in compliance with all laws and regulations required by  
41 the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports  
42 shall be from September 1 to August 31 of the following year, inclusive. The treasurer shall act as  
43 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 month of May. Terms of office shall be from September 1 through August 31.

**Section 6.4.** Nominations may be made by the nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the meeting held for the election.

**Section 6.5.** To be eligible, a member must be in good standing for one (1) year immediately preceding the election.

**Section 6.6.** Members of the Board of Trustees 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, Secretary, Membership Officer, and Treasurer.

**Section 6.7.** Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained in these bylaws.

**Section 6.8.** Any member of the Board of Trustees 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 Board of Trustee member 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 6.9.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for removal of the member by the Board of Trustees. Removal of a board member because of excessive absenteeism shall not require the 2/3 vote of the membership.

1 **Section 6.10.** A vacancy in any position, except that of president, shall be filled by the Board of  
2 Trustees in accordance with the procedures set forth below:  
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4 **Section 6.10.1.** 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 6.10.2.** In the event of a vacancy in the office of vice president, secretary, membership  
8 officers, or treasurer, all members shall be notified of the vacancy and nominations solicited for the  
9 position. Nominations shall be accepted for a period of twenty (20) calendar days following the  
10 notification to members. The president, at his/her discretion, may either call a special meeting of  
11 the Board of Trustees, or act upon the vacancy at the next regularly scheduled board meeting. Each  
12 candidate for the position may submit a letter, or have three (3) minutes to address the board prior to  
13 the vote to describe their qualifications and reasons they are seeking the position.  
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17 **ARTICLE VII**

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19 **MISCELLANEOUS PROVISIONS**

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21 **Section 7.1.** Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State  
22 bylaws shall always supersede local bylaws where conflict exists.  
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24 **Section 7.2.** This chapter shall send to the PSE state office a list of names and addresses of its  
25 Board of Trustees and members, together with other information required by PSE and shall notify  
26 PSE of all changes in board members, members, and addresses.  
27

28 **Section 7.3.** This chapter shall not enter into any collective bargaining agreement, amendment  
29 thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or  
30 waiver which affects or pertains to wages, hours or working conditions of the employees in the  
31 bargaining unit, nor any agreement which would affect the rights of employees represented by PSE,  
32 nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer,  
33 or other entity or agent, unless such agreement is first reviewed and approved by the Executive  
34 Director of Public School Employees of Washington or his/her designee, provided decisions of the  
35 executive director may be appealed to the Board of Directors.  
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37 **Section 7.3.1.** Original signed copies of all documents pertaining to issues outlined in Section 7.3  
38 shall be submitted to the regional service center, who will then forward the original to state  
39 headquarters after appropriate copies have been made.  
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ARTICLE VIII

COMMITTEES AND DELEGATES

**Section 8.1. Grievance Committees.** A Grievance Committee shall be composed of the vice president and at least one unit 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 8.2. Negotiating Committee.** A Negotiating Committee shall consist of a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE field representative in developing proposals and negotiating agreements.

**Section 8.3. Governmental Affair Committee.** The Governmental Affairs Committee shall work as a liaison between chapter members and the zone representative on the state PSE Legislative Council. Names and address of all committee members shall be submitted to Public School Employees of Washington, and PSE shall be notified of any changes in members or addresses.

**Section 8.4. 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.

**Section 8.5. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the chapter.

**Section 8.6. 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 chapter.

ARTICLE IX

AMENDMENTS

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

BY:     /s/ Holley P. Ross    

DATE:     August 5, 2002    

Amended January 30, 2002

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