

CHAPTER BYLAWS

DAVENPORT

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**

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5 The name of this Chapter shall be Public School Employees of Davenport and shall be an affiliate
6 of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor organization
7 operating under the laws of the State of Washington. This organization was chartered by Public
8 School Employees of Washington on February 14, 1974.
9

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

11
12 It is the mission of Public School Employees of Davenport to work closely with Public School
13 Employees of Washington to support the membership through collective bargaining and the
14 protection of those rights, promote educational enrichment opportunities, encourage membership
15 growth, and provide quality leadership while working closely with the state legislature in an effort
16 to enact laws which will represent the best interest of all classified school employees in the state of
17 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 activities
28 to achieve a leadership position in representing all classified employees. As a result, PSE, our
29 members, PSE employees, the school district in which we work, and the community in which we
30 live will grow and prosper.
31

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

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

- 36
37 • Striving for excellence and demonstrating pride in our work.
- 38
39 • Having open, honest communications.
- 40
41 • Providing high-quality service.
- 42
43 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to
44 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 Davenport 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 for cause or resigns from employment, shall not be eligible to vote or hold office.

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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 one dollar (\$1.00) per month, per calendar year. Dues may be paid by payroll deduction of twelve dollars (\$12.00). Local dues shall be paid monthly to the Chapter Treasurer by the school district. Any member, who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement, shall have local dues collection suspended.

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.



1 **Section 3.5. GOVERNING BODY.**
2

3 **Section 3.5.1. Board of Trustees.** Except when general meetings of the Chapter are in session, the
4 Board of Trustees shall operate the business of this Chapter. The authority to govern and act on behalf
5 of the membership is vested in the elected Board of Trustees who shall decide all matters affecting the
6 purposes, aims and means of accomplishing the purposes of this Chapter, not specifically provided for
7 in these bylaws or by action of the members at a regular or special meeting.
8

9 **Section 3.5.2. PSE Field Staff.** PSE field staff shall work closely with the Chapter in an advisory
10 position. All decisions governing the business of the local Chapter shall be the sole responsibility of
11 the elected officials and membership of the Chapter.
12

13 **Section 3.6. Operating Principles.** In order to provide the Chapter with the highest quality direction
14 and management possible, the following operating principles shall guide the Board of Trustees.
15

16 **Section 3.6.1. Board/Membership Relationships.** A positive, constructive, cooperative relationship
17 between the Board of Trustees and the membership is essential to achieving the mission and vision of
18 the organization. Therefore, the board and membership will conduct themselves in a way that
19 promotes mutual trust, demonstrates respect for individual dignity, and displays professionalism. The
20 board shall utilize positive conflict resolution methods and maintain open, honest lines of
21 communication that respect an appropriate chain of command within the Chapter.
22

23 **Section 3.6.2. Media.** The President, or his/her designee, is the primary spokesperson for the Chapter.
24 Media inquiries to individual board members about matters of Chapter concern should be referred to
25 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific
26 legislation should be referred to the Executive Director at state headquarters.
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30 **ARTICLE IV**

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32 **MEETINGS**
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34 **Section 4.1.** General membership meetings of this Chapter shall be held at least four (4) times
35 annually at a time and place to be fixed by the membership or the Board of Trustees or the Executive
36 Board.
37

38 **Section 4.1.1.** General meetings of the membership shall be held on the Orientation Day in the Fall of
39 each school year; in September; in March and in May.
40

41 **Section 4.2.** Special meetings may be called by the President, the Board of Trustees, or by petition
42 filed with the President and signed by twenty percent (20%) of the members in good standing of this
43 Chapter.
44

1 **Section 4.3.** The President shall provide at least five (5) days notification to all members of any
2 meeting called. However, the Board of Trustees may waive the five (5) day notice provided that every
3 reasonable effort is employed to notify the membership of the meeting.
4

5 **Section 4.4.** At any meeting of the membership of this Chapter, each member in good standing present
6 shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A
7 majority of those present shall constitute a quorum, providing there are at least five (5) members,
8 before any Chapter business may be transacted.
9

10 **Section 4.5. Board of Trustees Meetings.** Meetings of the Board of Trustees shall be called at the
11 discretion of the President. Meetings may also be called upon motion of a majority of the members of
12 the Board of Trustees to the President. A majority of the members of the Board of Trustees shall
13 constitute a quorum.
14

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

22 **BOARD OF TRUSTEES**

23 **Section 5.1.** The Board of Trustees shall be composed of the President, Vice President, Secretary,
24 Treasurer, and a unit representative (herein known as a trustee) elected by the unit from each
25 classification of employees of the school district if represented by the local Public School Employees
26 organization.
27
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29 **Section 5.2.** The term of office shall be for a period of two (2) years, or until their successors are
30 elected.
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32

33 **Section 5.3.** The Board of Trustees shall hold regular meetings, and such special meetings as the
34 President or the board shall deem necessary for the competent management of affairs of the Chapter.
35

36 **Section 5.4.** Each member of the Board of Trustees shall possess one (1) vote in matters coming
37 before the board. All voting at meetings of the Board of Trustees shall be by each member present in
38 person, and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees
39 shall constitute a quorum.
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1 **Section 5.5. Duties.**
2

3 **Section 5.5.1. President/Co-Presidents.** The President shall preside at all meetings of the Chapter
4 and of the Board of Trustees. The President shall be made aware of, and supervise all activities of the
5 Chapter; execute all instruments in its behalf; and work with PSE field staff, with the advice and
6 consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter.
7 The President shall appoint all special committees not otherwise provided for in the bylaws of the
8 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of all
9 committees. The President shall report periodically to the membership regarding the progress and
10 standing of the Chapter in regard to the President's official acts; and performs all other duties of the
11 office. Co-Presidents may share the responsibilities as they determine to be most efficient and
12 effective for the Chapter.
13

14 **Section 5.5.2. Vice President.** The Vice President shall provide such assistance to the President as
15 requested; serve as chairperson of the Grievance Committee; shall, in the absence of the President,
16 perform duties of that office; and in the case of permanent disability or resignation of the President,
17 shall succeed to that office for the remaining portion of the current term of office.
18

19 The Vice President shall also serve as the Membership Officer for the Chapter. It shall be the duty of
20 the Membership Officer to maintain a current and accurate list of members of the Chapter in
21 coordination with the membership information section at PSE state headquarters; ensure that all
22 members are paying dues; render periodical membership reports as required by Public School
23 Employees of Washington.
24

25 **Section 5.5.3. Secretary.** The Secretary shall ensure that the minutes of general membership meetings
26 and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all
27 records of the Chapter, the Board of Trustees, and to perform such other official functions as the
28 President and Board of Trustees may direct.
29

30 **Section 5.5.4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies
31 belonging to the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of
32 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and
33 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks
34 signed by two (2) of the four (4) of the following persons: the President, Vice President, Secretary and
35 the Treasurer. The Treasurer shall render periodical financial reports as required by the Board of
36 Trustees, the membership, or Public School Employees of Washington to ensure that the Chapter is in
37 compliance with all laws and regulations required by the Internal Revenue Service and the Department
38 of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the
39 following year, inclusive. The Treasurer shall act as custodian of all properties of the Chapter.
40

41 **Section 5.5.5. Trustee.** A trustee shall represent the classification of employees which elected them
42 and express to the Board of Trustees the needs, desires, and concerns of the members in their
43 classification. They will be responsible, along with the Grievance Committee, in advising an employee
44 about their contractual rights.

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3 **ARTICLE VI**

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

5 **Section 6.1.** Members shall have the right to fair and democratic elections at all levels of the Chapter.
6 This includes ten (10) workdays notice of nominations and elections, and equal opportunities for
7 competing candidates to state their qualifications and reasons for seeking office to the Chapter
8 membership. Elections shall be conducted by secret written ballot and certified by the Chapter
9 Secretary.

10
11 **Section 6.2.** Members shall have an equal right to run and hold office, except those persons set forth in
12 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
13 state regulatory agencies as being a “supervisory employee.”

14
15 **Section 6.3.** Elections shall be held during the month of May. Terms of office shall be from
16 September 1 through August 31 for a term of two (2) years.

17
18 **Section 6.4.** Nominations may be made by the nominating committee, but whether or not such
19 nominating committee is used, nominations shall be permitted from the floor at the meeting held for
20 the election.

21
22 **Section 6.5.** To be eligible, a member must be in good standing for one (1) year immediately
23 preceding the election.

24
25 **Section 6.6.** Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting
26 shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10)
27 workdays advance notice shall be given the membership prior to the holding of the election.

28
29 **Section 6.6.1.** All members of the Chapter shall be eligible to vote for the positions of President, Vice
30 President, Secretary and Treasurer. In the election of a Trustee, only members in the classification of
31 employees that the Trustee will represent shall be allowed to vote.

32
33 **Section 6.7.** Every member of the Board of Trustees shall, upon assuming office, subscribe to the
34 obligations contained in these bylaws.

35
36 **Section 6.8.** Any member of the Board of Trustees may be removed from office by a two-thirds (2/3)
37 vote of the membership at any regular or special meeting of the Chapter. Written notice of the
38 proposed removal must be given to the Board of Trustee member at least five (5) workdays prior to the
39 date of the meeting at which the removal is to be voted upon. Such notice must state the cause for the
40 proposed removal.

41
42 **Section 6.9.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall
43 be due cause for removal of the member by the Board of Trustees. Removal of a board member
44 because of excessive absenteeism shall not require the two-thirds (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:

3
4 **Section 6.10.1.** In the event the President cannot serve the remainder of his/her current term, the Vice
5 President shall serve as President for the completion of the term.

6
7 **Section 6.10.2.** In the event of a vacancy in the office of Vice President, Secretary or 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 Board of Trustees, or act upon
11 the vacancy at the next regularly scheduled board meeting. Each candidate for the position may submit
12 a letter, or have three (3) minutes to address the board prior to the vote to describe their qualifications
13 and reasons they are seeking the position.

14
15 **Section 6.10.3.** Any other vacancy shall be filled only for the remainder of the term in which the
16 vacancy occurs; provided, however, that when vacancies occur in the office of trustee, the President
17 shall direct that a classification meeting be held and that the classification elect a successor for the
18 remainder of the vacant term. Election of the successor must be by majority vote. In the event that
19 more than two (2) candidates run for the office, the candidate with the lowest vote total will be dropped
20 from the ballot after each round of voting until one (1) candidate receives a majority of the votes cast.

21 22 23 24 **ARTICLE VII**

25 26 **MISCELLANEOUS PROVISIONS**

27
28 **Section 7.1.** Local Chapters shall adopt bylaws that do not conflict with PSE state bylaws. State
29 Bylaws shall always supersede local bylaws where conflict exists.

30
31 **Section 7.2.** This Chapter shall send to the PSE state office a list of names and addresses of its Board
32 of Trustees and members, together with other information required by PSE and shall notify PSE of all
33 changes in board members, members, and addresses.

34
35 **Section 7.3.** This Chapter shall not enter into any collective bargaining agreement, amendment thereto,
36 dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which
37 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor
38 any agreement which would affect the rights of employees represented by PSE, nor any agreement
39 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
40 agent, unless such agreement is first reviewed and approved by the Executive Director of Public School
41 Employees of Washington or his/her designee, provided decisions of the Executive Director may be
42 appealed to the Board of Directors.

1 **Section 7.3.1.** Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall
2 be submitted to the regional service center, who will then forward the original to state headquarters
3 after appropriate copies have been made.
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7 ARTICLE VIII

9 **COMMITTEES AND DELEGATES**

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11 **Section 8.1. Grievance Committee.** A Grievance Committee shall be composed of the Vice
12 President and at least one (1) unit representative from each classification of employees as elected by the
13 classifications in the Chapter; and shall be responsible for advising members of their rights as outlined
14 in the State Bylaws, Article XIV, State Grievance Panel.
15

16 **Section 8.2. Negotiating Committee.** A Negotiating Committee shall consist of a representative
17 elected from each classification of employees represented by this bargaining unit and shall work with
18 the PSE field representative in developing proposals. No more than five (5) members shall constitute
19 the negotiation team.
20

21 **Section 8.3. Annual Convention Delegates.** Delegates shall be elected by secret ballot. Approved
22 expenses incurred by elected delegates attending the annual convention shall be paid by the Chapter or
23 in accordance with appropriate provisions of PSE State Bylaws.
24

25 **Section 8.4. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to
26 audit the financial records of the Chapter.
27

28 **Section 8.5. Other Or Special Committees.** The Board of Trustees shall designate such special
29 committees as they determine necessary in the carrying out of the objectives and purposes of this
30 Chapter.
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3 **ARTICLE IX**

4 **AMENDMENTS**

5 **Section 9.1.** These bylaws may be amended by a majority vote of the members at any regular or
6 special meeting thereof; providing, that notice of the intent to amend any specific provision be given to
7 the members of the Board of Trustees at least five (5) workdays prior to the meeting at which said vote
8 is to be taken.
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13 _____
14 Signed by
15 Chapter Secretary
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17 _____
18 July 13, 2010
19 Date
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24 Adopted by the membership on the 17th day of October, 2001
25 Amended March 24, 2010
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