

CHAPTER BYLAWS

EAST VALLEY (YAKIMA)

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

A. NAME

The name of this organization shall be the Public School Employees of East Valley School District #90.

The local organization shall be affiliated with and be a chapter of the Public School Employees of Washington, a non-profit labor organization under the laws of the state of Washington. This organization was chartered by the Public School Employees of Washington on December 10, 1973.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of East Valley School District #90 to work closely with the 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 classified public school employees in East Valley School District #90. 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 (Public School Employees) 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 in East Valley School District #90. 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.

1 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS,**
2 **PERFORMANCE, AND CONDUCT**
3

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

- 5
- 6 • Striving for excellence and demonstrating pride in our work.
- 7
- 8 • Having open, honest communications.
- 9
- 10 • Providing high-quality service.
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- 12 • Creating a work environment that is enjoyable, rewarding, and comfortable.
13 We want it to be based on trust and concern for the rights and welfare of
14 others.
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- 16 • Embodying honesty and integrity in our conduct and relationships with others.
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- 18 • Treating others fairly, equally and respecting their individual dignity.
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- 20 • Recognizing individual worth.
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- 22 • Supporting creativity, innovation, and constructive changes in the
23 organization.
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- 25 • Demonstrating accountability for our performance, actions, and behavior.
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- 27 • Doing the professional, technical, organizational, and ethically "right" thing as
28 opposed to the easy, popular, or politically expedient thing.
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- 30 • Demonstrating a high level of social responsibility.

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32 Therefore, we, the classified school employees of East Valley School District #90, in meeting,
33 propose these Bylaws this 14th day of March, 1995.
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ARTICLE I

OBJECTIVES & PURPOSES

This organization shall continue until a majority of all of the members vote to dissolve the organization. The organization shall continue until all of the members vote to dissolve the organization and must pass with 75% or more to dissolve.

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
- B. To promote the organization of Public School Employees in the East Valley School District #90.
- C. To promote the welfare of the membership and the classified employees of the East Valley School District #90 and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
- D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personal matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified employees of East Valley School District #90.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of the public school education and equitable consideration for the classified school employees from the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and association benefits.

ARTICLE II

MEMBERSHIP

Section 2.1. Eligibility. Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed, shall be eligible for membership.

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in East Valley School District #90, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.
- B. A full-time staff member of this organization or of Public School Employees of Washington, who is a member of Public School Employees of Washington.

Section 2.2. Dues.

- A. Application for membership shall be made on a standard application form provided by the Board of Trustees. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.
- B. Membership dues of this organization shall be 1.5% of the gross monthly wage.
- C. Any person, who is paying heir dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deduction, be considered to be in good standing.
- D. A member suspended under the above section may be reinstated to membership in the organization upon payment of all arrears or upon payment of a reinstatement fee of \$25.00, plus current monthly dues.
- E. When a member is unemployed for more than twenty (20) days in any calendar month and does not receive unemployment compensation or sick-pay or other remuneration, they may be entitled to credit for their dues for the period of unemployment, not to exceed six (6) months in any calendar year.
- F. Membership dues are not refundable except where an error resulting in an overpayment exists.
- G. Any member who is on an authorized leave of absence, pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter Board of Trustees.

Section 2.3. Rights.

- A. Members shall suffer no impairment of speech concerning the operations of this organization. Active discussions of organization affairs shall be encouraged and protected within this organization.
- B. Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which shall be specifically set forth.
- C. 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."
- D. 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 is made available to all members.
- E. 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.

ARTICLE III

MEETINGS

Section 3.1. General membership meetings of this organization shall be held at least four (4) times per school year at a time and place to be fixed by the membership or the Board of Trustees. The Executive Board of Trustees will meet one-half (1/2) hour before each Chapter meeting.

Section 3.2. 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 organization's members who are in good standing.

Section 3.3. The President shall provide at least five (5) days notification to all members of any special 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 3.4. At any meeting of the membership of this organization, each member in good standing who is present shall be entitled to one (1) vote. A member must be present to vote. No proxy vote will be allowed. A minimum of six (6) members must be present to constitute a quorum before any organization business may be transacted.

ARTICLE IV

MANAGEMENT

Section 4.1. 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 the action of the members at a regular or special meeting shall be decided by the Board of Trustees.

Section 4.2. 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 the 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/Grounds 5. Instructional and Non-Instructional Assistants 6. Other units requesting further affiliation

Section 4.3. The term of office of the trustees of this organization shall be for a period of one (1) year from the date of election.

Section 4.4. The Board of Trustees shall hold regular meetings each month, and such special meetings as the President or the Board shall deem necessary for the competent management of affairs of the organization.

Section 4.5. Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All voting at meetings of the Board of Trustees shall be by each member present and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.

Section 4.6. Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any regular or special meeting of the membership of the organization. Notice of the proposed removal of the trustee must be given to the trustee five (5) working days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal. Before scheduling a meeting of the membership, the trustee will have the opportunity to meet with the Board of Trustees.

Section 4.7. Unexcused absences from three (3) consecutive meetings of the Board of Trustees, misconduct and/or neglect of duty shall be grounds for removal of a trustee by the Board of Trustees. Removal of a Board member shall not require the two-thirds (2/3) vote of the membership.

1 **Section 4.8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or
2 removal shall be filled by the remaining trustees. In the event that such trustee is an officer, such
3 selection shall be filled from the classification of which they are representatives. Such appointee shall
4 serve during the unexpired term of the trustee whose position has become vacant.
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8 **ARTICLE V**
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11 **OFFICERS, NOMINATIONS AND ELECTIONS**
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13 **Section 5.1.** The officers of this organization shall be a President, a Vice President, a Secretary and a
14 Treasurer. All officers shall be elected for a term of two (2) years. Elections will be held for the
15 President and Treasurer one year and the Vice President and Secretary the alternate year.
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17 **Section 5.2.** Nominations may be made by the nominating committee, but whether or not such
18 nominating committee is used, nominations shall be permitted from the floor at the meeting held to
19 elect officers.
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21 **Section 5.3.** To be eligible for office, a member must be in good standing for one (1) year immediately
22 preceding the election, except in the initial election held in this organization, and must qualify under
23 the provisions of Article II, Section 3, C.
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25 **Section 5.4.** Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to
26 afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be
27 given the membership prior to the holding of the election.
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29 **Section 5.5.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an
30 officer and trustee, contained in these Bylaws.
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ARTICLE VI

DUTIES OF OFFICERS

Section 6.1. President. The President shall preside at all meetings of the organization and of the Board of Trustees. He or she shall supervise all activities for the organization; execute all instruments in its behalf; appoint all special committees for the organization subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the organization in regard to his or her official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office. The President, or his or her designee, is the primary spokesperson for the Chapter. Media inquiries to individual Board members about matters of Chapter concern should be referred to the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation should be referred to the Executive Director at the State headquarters.

Section 6.2. 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 6.3. Secretary. It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct.

Section 6.4. Treasurer. The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories. All checks must be signed by two (2) officers. Treasurer shall render periodical financial reports as required by the Board of Trustees or by the membership; keep an accurate record of receipts and disbursements and shall act as custodian of all properties of the organization. The Treasurer will oversee all funds and monies in the sunshine fund and disperse funds as directed by the Executive Board.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1. 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. State Bylaws shall always supersede local Bylaws where conflict exists.

Section 7.2. 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 in 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. All in-district PSE notices, mailings, flyers, etc., must be approved by the President or Vice President.

Section 7.3. The latest revised 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.

Section 7.4. Expenditures of fifty dollars (\$50.00) or more (not included in the budget) must be approved by the Executive Board. Expenditures under fifty dollars (\$50.00) at the discretion of the President and the approval of the Treasurer do not need membership approval.

Section 7.5. At the end of the school year, the 1.5% union dues of the Chapter President for the preceding year will be reimbursed to the Chapter President, provided the Chapter is financially solvent and able to absorb the cost.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Committees will be formed at the first (1st) annual chapter meeting.

Section 8.2. Grievance Committee. A Grievance Committee shall be composed of the President or Vice President and one (1) Classification_Representative from each represented unit of the Chapter.

Section 8.3. Negotiating Committee. A Negotiating Committee shall be approved by the Board of Trustees. A Negotiating Committee shall be comprised of the President and one (1) trustee from each classification or an alternate if needed. The Negotiating Committee shall be authorized to accept or reject a tentative agreement.

Section 8.4. Audit Committee. An Audit Committee, comprising of three (3) members shall be selected by the Board of Trustees. The Audit Committee shall audit the financial record of this organization at least yearly unless the office of Treasurer is vacated, at which time, an audit shall be performed within ten (10) days of the vacancies. An outside audit may be approved by the Board of Trustees.

Section 8.5. Nominating Committee. A Nominating Committee may be appointed by the Board of Trustees.

Section 8.6. Annual State Convention Delegates. Delegates shall be elected from the membership. A minimum of four (4) delegates and two (2) alternates shall be chosen. Approved expenses incurred by the delegates attending the Annual State Convention shall be paid by the Chapter or in accordance with the appropriate provisions of the Public School Employees of Washington State Bylaws. Delegates shall be elected by secret ballot. Election of delegates will be up to the state allowances and alternates to be appointed by the Executive Board.

Section 8.7. Special or AD HOC Committees and Task Forces. A Special Committee deals with a specific subject or purpose. A Task Force is comprised of a group with special knowledge brought together to examine a specific issue or solve a problem. An Ad Hoc Committee or Task Force ceases to exist after making recommendations or implementing solutions. Special Committees and Task Forces may be created by the President, with the approval of the Executive Board, within the line item allocation for Special Committees in the budget.

ARTICLE IX

AMENDMENTS

Section 9.1. These Bylaws may be amended by a simple majority vote of the membership attending the meeting held for the purpose of adopting Bylaws amendments; providing that notice of the intent to amend any specific provisions be given to the membership at least five (5) working days prior to the meeting at which said vote is to be taken.

BY: /s/ David L. Munson

DATE: March 28, 2008

Proposed by the Board of Trustees on this 14th day of March, 1995.

Amended November 17, 1998

Amended November 3, 2005..... Article V, Section 5.3
Article VII, Section 7.2, & 7.4
Article VIII, Section 8.1, 8.2, 8.3, 8.4, 8.5, 8.6 & 8.7

Amended December 1, 2007.....Article I
Article III, Section 3.1
Article IV, Section 4.6
Article VI, Section 6.4
Article VII, Sections 7.4 & &.5