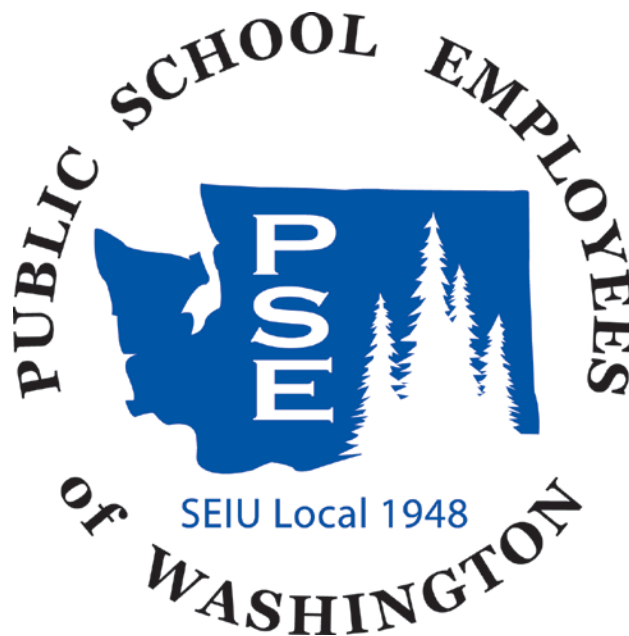


# CHAPTER BYLAWS

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## EPHRATA



**Public School Employees of Washington/SEIU Local 1948**

P. O. Box 798

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## TABLE OF CONTENTS

	Page
PREAMBLE	1
ARTICLE I        MEMBERSHIP	2
ARTICLE II       DUES	2
ARTICLE III      GOVERNANCE AND OPERATIONS	3
ARTICLE IV      MEETINGS	4
ARTICLE V       BOARD OF TRUSTEES	5
ARTICLE VI      ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	7
ARTICLE VII     MISCELLANEOUS PROVISIONS	8
ARTICLE VIII    COMMITTEES AND DELEGATES	9
ARTICLE IX      AMENDMENTS	10

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2  
3  
4  
5  
6  
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## P R E A M B L E

The name of this chapter shall be Public School Employees of Ephrata and shall be an affiliate of Public School Employees of Washington (PSE)/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered by Public School Employees of Washington on November 10, 1967.

### **A. MISSION - OUR PURPOSE FOR EXISTING**

It is the mission of Public School Employees of Ephrata to work closely with Public School Employees of Washington/SEIU Local 1948 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.

### **B. 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.

### **C. 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.
- 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, sexual orientation 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 Ephrata School District, and who is a member of Public School Employees of Washington/SEIU Local 1948, 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 not covered by the collective bargaining agreement associated with this Chapter, 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.

1 **Section 2.2. Local Dues.**

2 Local membership dues shall be \$1.00 per month. Local dues shall be paid monthly to the chapter  
3 treasurer by the school district. Any member, who is on an authorized leave of absence pursuant to the  
4 Collective Bargaining Agreement, may have local dues collection suspended upon approval by the  
5 Chapter Board of Trustees.

6  
7 **Section 2.3. Refunds.**

8 Membership dues are not refundable except where an error resulting in an overpayment exists.  
9  
10  
11

12 **ARTICLE III**

13 **GOVERNANCE AND OPERATIONS**

14  
15  
16 **Section 3.1.**

17 PSE shall be governed by a representative form of government.  
18

19 **Section 3.2.**

20 Members shall suffer no impairment of freedom of speech concerning the operations of this  
21 organization. Active discussions of organization affairs shall be encouraged and protected within this  
22 organization.  
23

24 **Section 3.3.**

25 Members shall have the right to a full and clear accounting of all organizational funds. At all levels  
26 such accounting shall include, but not be limited to, periodical reports to the membership by  
27 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,  
28 and a financial audit every two years which is made available to all members.  
29

30 **Section 3.4.**

31 Members shall have the right to full participation, through discussion and vote, in the decision making  
32 processes of the organization and to pertinent information needed for the exercises of this right.  
33

34 **Section 3.5. GOVERNING BODY.**

35  
36 **Section 3.5.1. Board of Trustees.**

37 Except when general meetings of the chapter are in session, the business and property of this  
38 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of  
39 the membership is vested in the elected Board of Trustees who shall decide all matters affecting  
40 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically  
41 provided for in these bylaws or by action of the members at a regular or special meeting.  
42

43 **Section 3.5.2. PSE Field Staff.**

44 PSE field staff shall work closely with the chapter in an advisory position. All decisions  
45 governing the business of the local chapter shall be the sole responsibility of the elected  
46 officials and membership of the chapter.  
47

1 **Section 3.6. OPERATING PRINCIPLES.**

2 In order to provide the chapter with the highest quality direction and management possible, the  
3 following operating principles shall guide the Board of Trustees.  
4

5 **Section 3.6.1. Board/Membership Relationships.**

6 A positive, constructive, cooperative relationship between the Board of Trustees and the  
7 membership is essential to achieving the mission and vision of the organization. Therefore, the  
8 board and membership will conduct themselves in a way that promotes mutual trust,  
9 demonstrates respect for individual dignity, and displays professionalism. The board shall  
10 utilize positive conflict resolution methods and maintain open, honest lines of communication  
11 that respect an appropriate chain of command within the chapter.  
12

13 **Section 3.6.2. Media.**

14 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries  
15 to individual board members about matters of chapter concern should be referred to the chapter  
16 president. Inquiries about a position of PSE on any matter of statewide concern or specific  
17 legislation should be referred to the executive director at state headquarters.  
18  
19  
20

21 **ARTICLE IV**

22 **MEETINGS**

23  
24  
25 **Section 4.1.**

26 General membership meetings of this chapter shall be held at least four (4) times annually at a time and  
27 place to be fixed by the membership or the Board of Trustees.  
28

29 **Section 4.2.**

30 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the  
31 president and signed by twenty percent (20%) of the members in good standing of this chapter.  
32

33 **Section 4.3.**

34 The president shall provide at least five (5) days notification to all members of any meeting called.  
35 However, said five (5) days notice may be waived by the Board of Trustees provided that every  
36 reasonable effort is employed to notify the membership of the meeting.  
37

38 **Section 4.4.**

39 At any meeting of the membership of this chapter, each member in good standing present shall be  
40 entitled to one vote. A member must be present to vote - no proxy vote will be allowed. Those  
41 members present will constitute a quorum.  
42

43 **Section 4.5. Board of Trustees Meetings.**

44 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also  
45 be called upon motion of a majority of the members of the Board of Trustees to the President. A  
46 majority of the members of the Board of Trustees present shall constitute a quorum.  
47

1 **Section 4.6.**

2 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this  
3 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE  
4 state bylaws, these bylaws and with any special rules of order this chapter may adopt.  
5  
6  
7

8 **ARTICLE V**

9  
10 **BOARD OF TRUSTEES**  
11

12 **Section 5.1.**

13 The Board of Trustees shall be composed of the president, vice president, secretary, treasurer,  
14 membership officer, and a unit representatives (herein known as trustees) elected by the unit from each  
15 classification of employees of the school district if represented by the local Public School Employees  
16 of Washington/SEIU Local 1948 organization.  
17

18 **Section 5.2.**

19 The term of office for officers and classification trustees shall be for a period of two (2) years, or until  
20 their successors are elected.  
21

22 Even Years: president and treasurer

23 Odd Years: vice president, secretary, and membership officer  
24

25 (Note: In 2012, president and treasurer shall be elected for a two (2) year term and the vice president,  
26 secretary, and membership officer shall be elected for a one year term, in order to start an alternating  
27 election cycle.)  
28

29 **Section 5.3.**

30 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the  
31 board shall deem necessary for the competent management of affairs of the Chapter.  
32

33 **Section 5.4.**

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

39 **Section 5.5. Duties.**

40  
41 **Section 5.5.1. President.**

42 The president shall preside at all meetings of the chapter and of the Board of Trustees. The  
43 president shall be made aware of, and supervise all activities of the chapter; execute all  
44 instruments in its behalf; and work with PSE field staff, with the advice and consent of the  
45 Board of Trustees, to achieve the mission, vision, goals, and objectives of the chapter. The  
46 president shall appoint all special committees not otherwise provided for in the bylaws of the  
47 chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of

1 all committees. The president shall report periodically to the membership regarding the  
2 progress and standing of the chapter in regard to the president's official acts; and perform all  
3 other duties of the office.  
4

5 **Section 5.5.2. Vice President.**

6 The vice president shall provide such assistance to the president as requested; serve as  
7 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties  
8 of that office; and in the case of permanent disability or resignation of the president, shall  
9 succeed to that office for the unexpired portion of the current term of office.  
10

11 **Section 5.5.3. Secretary.**

12 The secretary shall ensure that the minutes of general membership meetings and Board of  
13 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of  
14 the chapter, the Board of Trustees, and to perform such other official functions as the president  
15 and Board of Trustees may direct.  
16

17 **Section 5.5.4. Membership Officer.**

18 It shall be the duty of the membership officer to maintain a current and accurate list of  
19 members of the chapter in coordination with the membership information section at PSE state  
20 headquarters; ensure that all members are paying dues; render periodical membership reports as  
21 required by Public School Employees of Washington/SEIU Local 1948; and perform such other  
22 official functions as the president and Board of Trustees may direct.  
23

24 **Section 5.5.5. Treasurer.**

25 The treasurer shall receive and be accountable for all funds and monies belonging to the  
26 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees;  
27 keep an accurate record of receipts and disbursements; and maintain bank accounts and  
28 depositories designated by the Board of Trustees. Such money shall be withdrawn only by  
29 checks signed by the president and/or vice president and the treasurer. The treasurer shall  
30 render periodical financial reports as required by the Board of Trustees, the membership, or  
31 Public School Employees of Washington/SEIU Local 1948 to ensure that the chapter is in  
32 compliance with all laws and regulations required by the Internal Revenue Service and the  
33 Department of Labor. The fiscal year for all financial reports shall be from September 1 to  
34 August 31 of the following year, inclusive. The treasurer shall act as custodian of all properties  
35 of the chapter.  
36

37 **Section 5.5.6. Trustee.**

38 A trustee shall represent the classification of employees which elected them and express to the  
39 Board of Trustees the needs, desires, and concerns of the members in their classification.  
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## 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 spring of each school year, but prior to June 1. Terms of office shall be from June 1 through May 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, Treasurer, and Membership Officer. In the election of a Trustee, only members in the classification of employees that the Trustee will represent shall be allowed to vote.

**Section 6.7.**

Every member of the Board of Trustees shall, upon assuming office, obtain and 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.

1 **Section 6.9.**

2 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause  
3 for removal of the member by the Board of Trustees. Removal of a board member because of  
4 excessive absenteeism shall not require the 2/3 vote of the membership.  
5

6 **Section 6.10.**

7 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in  
8 accordance with the procedures set forth below:  
9

10 **Section 6.10.1.**

11 In the event the president cannot serve the remainder of his/her current term, the vice president  
12 shall serve as president for the completion of the term.  
13

14 **Section 6.10.2.**

15 In the event of a vacancy in the office of vice president, secretary, treasurer, or membership  
16 officer all members shall be notified of the vacancy and nominations solicited for the position.  
17 Nominations shall be accepted for a period of twenty (20) calendar days following the  
18 notification to members. The president, at his/her discretion, may either call a special meeting  
19 of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board  
20 meeting. Each candidate for the position may submit a letter, or have three (3) minutes to  
21 address the board prior to the vote to describe their qualifications and reasons they are seeking  
22 the position.  
23

24 **Section 6.10.3.**

25 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
26 occurs; provided, however, that when vacancies occur in the office of trustee, the president  
27 shall direct that a classification meeting be held and that the classification elect a successor for  
28 the remainder of the vacant term. Election of the successor must be by majority vote. In the  
29 event that more than two candidates run for the office, the candidate with the lowest vote total  
30 will be dropped from the ballot after each round of voting until one candidate receives a  
31 majority of the votes cast.  
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34

35 **ARTICLE VII**

36 **MISCELLANEOUS PROVISIONS**  
37  
38

39 **Section 7.1.**

40 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall  
41 always supersede local bylaws where conflict exists.  
42

43 **Section 7.2.**

44 This chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees  
45 and members, together with other information required by PSE and shall notify PSE of all changes in  
46 board members, members, and addresses.  
47

1 **Section 7.3.**

2 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute  
3 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
4 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
5 agreement which would affect the rights of employees represented by PSE, nor any agreement  
6 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or  
7 agent, unless such agreement is first reviewed and approved by the Executive Director of Public  
8 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the  
9 executive director may be appealed to the Board of Directors.

10  
11 **Section 7.3.1.**

12 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be  
13 submitted to the regional service center, who will then forward the original to state  
14 headquarters after appropriate copies have been made.

15  
16 **Section 7.4.**

17 Building representatives will be on a voluntary basis, one representative per building. They will be  
18 responsible for posting and distribution of PSE information.

19  
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22 **ARTICLE VIII**

23  
24 **COMMITTEES AND DELEGATES**

25  
26 **Section 8.1. Grievance Committee.**

27 A Grievance Committee shall be composed of the Vice President and a representative selected from  
28 each classification in the bargaining unit. The Committee shall be responsible for reviewing all  
29 grievances filed by the membership.

30  
31 **Section 8.2. Negotiating Committee.**

32 The Committee shall work with the PSE field representative in developing proposals and negotiating  
33 agreements. The Negotiating Committee shall consist of the president and each classification trustee  
34 and one alternate to be selected by each classification within the bargaining unit. The Chapter  
35 President shall serve as Chairperson of the Committee. With the exception of the President,  
36 replacement members, as necessary, shall continue to be elected by each classification. Alternate  
37 members shall participate only when the elected member is unable to continue their duties.

38  
39 **Section 8.3. Communication Committee.**

40 The Communication Committee shall consist of a newsletter editor and other members who shall  
41 publish a monthly newsletter to keep members informed regarding issues of concern to chapter  
42 members. This committee shall submit chapter news that may be of statewide interest to the regional  
43 office for possible publication on the PSE web site ([www.pseclassified.org](http://www.pseclassified.org)).

44  
45 **Section 8.4. Governmental Affairs Committee.**

46 The Governmental Affairs Committee shall work as a liaison between chapter members and the zone  
47 representative on the state PSE Legislative Council. Names and address of all committee members

1 shall be submitted to Public School Employees of Washington/SEIU Local 1948, and PSE shall be  
2 notified of any changes in members or addresses.

3  
4 **Section 8.5. Annual Convention Delegates.**

5 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending  
6 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE  
7 State Bylaws or by sponsorship available through the PSE state office. Members shall have at least  
8 fifteen (15) days advance notice of the meeting to elect delegates.

9  
10 **Section 8.6. Audit Committee.**

11 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
12 chapter.

13  
14 **Section 8.7. Other or Special Committees.**

15 The Board of Trustees shall designate such special committees as they determine necessary in the  
16 carrying out of the objectives and purposes of this chapter.

17  
18  
19  
20 **ARTICLE IX**

21  
22 **AMENDMENTS**

23  
24 **Section 9.1.**

25 These bylaws may be amended by a majority vote of the membership in attendance at any regular or  
26 special meeting thereof; providing, that notice of the intent to amend any specific provision be given to  
27 the membership at least ten (10) workdays prior to the meeting at which said vote is to be taken.

28  
29  
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32 BY: \_\_\_\_\_ Signed by \_\_\_\_\_  
33 Randy Gail Martin, Chapter Secretary

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35  
36 DATE: \_\_\_\_\_ June 4, 2012

37  
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39  
40 Adopted by the membership March 18, 1986  
41 Amended October 21, 1997  
42 Amended April 1, 2002  
43 Amended February 6, 2007  
44 Amended February 22, 2012