

CHAPTER BYLAWS

PSE OF EVERGREEN OFFICE-CLERICAL



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

2
3 Employees organize primarily to secure fair wages and improve work conditions.

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5 We hold that they also organize in order to participate in the decisions which affect them at work. One
6 of the fundamental tenets of democratic government is the consent of the governed.

7
8 We are both employees and citizens.

9
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life
11 of the nation, state, local municipalities, and school district is but another aspect of that citizenship.

12
13 We are under a solemn obligation to represent the members of this organization assertively and
14 effectively in negotiations with the management of the Evergreen School District and to conduct
15 internal organizational affairs according to democratic standards.

16
17 Therefore, we, the classified school office/clerical employees of the Evergreen School District, in
18 meeting, adopt these bylaws this 20th day of January 1993.

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21 **ARTICLE I**

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23 The name of this organization shall be the Public School Employees of Evergreen Office-Clerical.
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28 **ARTICLE II**

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30 This local organization shall be affiliated with and be a chapter of the Public School Employees of
31 Washington/SEIU Local 1948. This organization was chartered by Public School Employees of
32 Washington/SEIU Local 1948 on June 24, 1992.
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36 **ARTICLE III**

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38 This organization shall continue until a majority of all the members vote to dissolve the organization.
39 If the organization is dissolved, the scholarship fund as outlined in Article IX, Section 2, B, will be
40 placed into a trust fund to be used solely for scholarship purposes in the Evergreen School District.
41 Said trust fund will continue to be administered by the members of the scholarship committee until
42 funds are depleted.
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ARTICLE IV

The objectives and purposes of this organization:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
- B. To promote the organization of public school office-clerical employees in the Evergreen School District.
- C. To promote the welfare of the office-clerical employees in the bargaining unit, 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 personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified office-clerical employees of the Evergreen School District.
- 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 public school education and equitable consideration for the classified school employees from the state legislators.
- F. To establish better fellowship and understanding among classified office-clerical employees and to strive for their overall betterment through training, legislation, and association benefits.

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ARTICLE V

This organization is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes.

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ARTICLE VI

The principal place of business of the organization will be the residence of the president or other addresses designated by him/her and will be on file with the clerk of the board of the Evergreen School District.

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ARTICLE VII

The management of this organization will be vested in an executive board; the number of the trustees and officers shall not be less than four (4); and the number, qualifications, terms of office, manner of election, time and place of meeting, and power and duties of the trustees and officers shall be such as prescribed by the bylaws of this organization.

ARTICLE VIII

The original bylaws shall be adopted by the members of this organization and the authority to make, amend, or alter the bylaws thereafter, shall be and hereby is vested in the executive board or bylaws committee under the supervision of the president.

ARTICLE IX

MEMBERSHIP

Section 1. Eligibility.

Except as otherwise provided in these bylaws of this organization, 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 an office-clerical employee (as defined by the Public School Employees of Washington/SEIU Local 1948) are eligible for membership in the organization.
- B. Each member shall subscribe to the membership obligation contained in Article IV of these bylaws.

Section 2. Dues.

- A. Application for membership shall be made on a standard application form provided by the Public School Employees of Washington/SEIU Local 1948 through the district's Administrative Service Center (ASC), contact with a board member, contact with a member in good standing, or with PSE staff.
- B. Local monthly membership dues of this organization shall be fifty cents (\$.50) through payroll deduction, of which twenty-five cents (\$.25) shall be set aside for the scholarship fund. The scholarship fund shall be administered by the scholarship committee. State membership dues shall be in accordance with Article IV of the PSE state bylaws.
- C. Membership dues shall be payable monthly, through payroll deduction. As long as a member continues to pay dues through payroll deduction, he/she is considered a member in

1 good standing. Only members in good standing may attend chapter meetings, hold office, or
2 participate in PSE sponsored events or trainings.

- 3
4 D. When a member is unemployed for more than twenty (20) days in a calendar month and
5 does not receive unemployment compensation or sick pay or other remuneration, he/she
6 may be entitled to credit for his/her dues for the period of unemployment. Any member on
7 approved leave-of-absence, as provided in the contract, shall be considered a member in
8 good standing until such leave expires.

9
10 **Section 3. Rights.**

- 11
12 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
13 organization. Active discussions of organizational affairs shall be encouraged and
14 protected within this organization.
15
16 B. Members shall have the right to fair and democratic elections at all levels of the
17 organization. This includes dues, notice of nominations and elections, equal opportunities
18 for competing candidates, and proper election procedure which shall be specifically set
19 forth.
20
21 C. Members shall have an equal right to run and hold office, except those persons set forth in
22 RCW 41.56.030, Par. 2, a, b and c; and those employees classified either by state statute or
23 appropriate state regulatory agencies as being a "supervisory employee."
24
25 D. Members shall have the right to a full and clear accounting of all organizational funds. At
26 all levels, such accounting shall include, but not be limited to, periodic reports to the
27 membership by appropriate fiscal officers or by independent auditors not otherwise
28 connected with the organization, and a financial audit at least once a year which is made
29 available to all members.
30
31 E. A budget shall be prepared by the executive board and presented to the membership for
32 approval at the first (1st) meeting of the new fiscal year. The budget shall be available for
33 review upon request at least five (5) days before the above meeting date.
34
35 F. Members shall have the right to full participation, through discussion and vote, in the
36 decision making processes of the organization and to pertinent information needed for the
37 exercises of this right.
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41 **ARTICLE X**

42 **MEETINGS**

43
44 **Section 1.**

45 Regular meetings of this organization shall be held at least three (3) times annually at a time and place
46 to be fixed by the membership or by the executive board.
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1 **Section 2.**

2 Special meetings may be called by the president, the executive board, or by petition filed with the
3 president and signed by twenty percent (20%) of the members of this organization.
4

5 **Section 3. Special Meetings.**

6 The president shall provide at least five (5) days notification to all members of any special meeting
7 called. However, said five (5) days notice may be waived by the executive board provided every
8 reasonable effort is employed to notify the membership.
9

10 **Section 4.**

11 At any meeting of the membership of this organization, each PSE Office/Clerical member present in
12 good standing shall be entitled to one vote. A quorum of ten (10) people must be present before any
13 organization business may be transacted.
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17 **ARTICLE XI**

18 **MANAGEMENT**
19
20

21 **Section 1.**

22 The business and property of this organization shall be managed by the executive board, except when
23 the meetings of the organization are in session. All matters affecting the purposes, aims and means of
24 accomplishing the purposes of this organization, not specifically provided for in the bylaws or by
25 action of the members at a regular or special meeting, shall be decided by the executive board.
26

27 **Section 2.**

28 The executive board shall be composed of the president, vice president, secretary, treasurer and
29 membership officer. Representatives from each classification listed below shall be known as trustees.
30 The ASC trustee shall represent all bargaining unit members at ASC, including Office-Clerical Pro-
31 Techs.
32

- 33 Classifications: 1. ASC/Pro-Techs
34 2. Secondary
35 3. Elementary
36

37 **Section 3.**

38 The term of office of the executive board of this organization shall be for a period of two years from
39 the date of election, or until their successors are elected.
40

41 **Section 4.**

42 The executive board shall hold regular meetings and such special meetings as the president or the
43 board shall deem necessary for the competent management of the affairs of the organization. The
44 exceptions to this being inclement weather and summer recess from school.
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1 **Section 5.**

2 All voting at meetings of the executive board shall be in person and voting by proxy shall not be
3 allowed. A majority of the members of the executive board shall constitute a quorum. Each officer and
4 trustee shall possess one (1) vote in matters coming before the board.

5
6 **Section 6. Removal from Office.**

- 7
- 8 A. The membership may petition for the recall of any officer. Said petition shall allege the
9 cause for recall and shall be signed by at least twenty percent (20%) of the chapter
10 membership. Grounds for recall shall be misconduct or neglect of duty.
- 11
- 12 B. The executive board being petitioned shall direct the officer to respond to the charges at a
13 regular or special meeting. Notice of the proposed removal of the officer must be given to
14 the officer five (5) days prior to the date of the meeting at which the removal is to be voted
15 upon. Such notice to the officer must state the cause for the proposed removal. The officer
16 shall be entitled to present evidence at the meeting. Said officer shall be recalled only if
17 sixty percent (60%) of the members present at the meeting vote for recall. Upon a sixty
18 percent (60%) vote of recall, the officer shall be removed.
- 19

20 **Section 7. Removal of a Trustee.**

- 21
- 22 A. The membership may petition for the recall of any trustee. Said petition shall allege the
23 cause for recall and shall be signed by at least twenty percent (20%) of the chapter
24 membership. Grounds for recall by membership shall be misconduct or neglect of duty.
25 Unexcused absences from three (3) consecutive meetings of the executive board shall be
26 due cause for removal of a trustee by the executive board.
- 27
- 28 B. Notice of the proposed removal of the trustee must be given to the trustee five (5) days
29 prior to the date of the meeting at which the removal is to be voted upon. Such notice to the
30 trustee must state the cause for the proposed removal. The trustee shall be entitled to
31 present evidence at the meeting. Said trustee shall be recalled only if sixty (60%) of the
32 members present at the meeting vote for recall. Upon a sixty percent (60%) vote of recall,
33 the trustee shall be removed.
- 34

35 **Section 8.**

36 Any vacancies occurring on the executive board by reason of death, resignation, or removal shall be
37 filled by a special election. The president may appoint an interim officer until said election is held.
38 Any trustee vacancies shall be filled by the office/clerical classification of which they are
39 representative. The ASC/Pro-Tech trustee may work in either classification.

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ARTICLE XII

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1.

The executive officers of this organization shall be a president, a vice president, a secretary, a treasurer and a membership officer. All officers and trustees shall be elected for a term of two (2) years, or until their successors are elected. Every odd-numbered year, the president, secretary, secondary trustee, and elementary trustee shall be elected for a term of two (2) years. Every even-numbered year, the vice president, treasurer, membership officer, and ASC/Pro-Tech trustee shall be elected for a term of two (2) years.

Section 2.

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 to elect officers.

Section 3.

To be eligible for office, a member must be in good standing and past their 90 day district probation period preceding the election, except in the initial election held in this organization, and must qualify under the provisions of Article IX, Section 2, B.

Section 4.

Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the membership prior to the holding of an election. In case of a tie vote for any office, a special election will be held as soon as possible.

Section 5.

Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee contained in the bylaws.

Section 6.

New officers shall be sworn in immediately following the elections.

ARTICLE XIII

DUTIES OF OFFICERS

Section 1. President.

The president shall preside at all meetings of the organization and of the executive board. The president shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks drawn against the fund of the organization; appoint all standing committees and all special committees of the organization subject to the approval of the executive board; report periodically to the membership regarding the progress and standing of the organization in regard to his/her official acts; perform all other duties as prescribed in these bylaws; and perform such other

1 duties usually inherent in such office. The president may at the end of his/her term become an ex-
2 officio member to the executive board for one (1) year.

3
4 **Section 2. Vice President.**

5 The vice president shall act for the president in his/her absence and perform such other acts as the
6 president or the executive board may direct. The vice president may be authorized, by the executive
7 board, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition
8 to either the president or treasurer.

9
10 **Section 3. Secretary.**

11 It shall be the duty of the secretary to keep all records of the organization, the executive board, and to
12 perform such other duties as the president and executive board may direct.

13
14 **Section 4. Treasurer.**

15 The treasurer shall receive and be accountable for all funds and monies belonging to the organization;
16 pay all obligations incurred by the organization in payment as authorized by the executive board;
17 maintain bank accounts and depositories designated by the executive board and such money shall be
18 withdrawn only by checks signed by the president and/or vice president and the treasurer; shall render
19 periodic financial reports as required by the executive board, by the membership, or by Public School
20 Employees of Washington/SEIU Local 1948; keep an accurate record of receipts and disbursements;
21 and shall act as custodian of all properties of the organization.

22
23 **Section 5. Membership Officer.**

24 The membership officer shall maintain a current and accurate list of members of the chapter in
25 coordination with the membership information section as per PSE/SEIU Local 1948 state headquarters,
26 ensure that all members are paying dues, render periodical membership reports as required by Public
27 School Employees of Washington/SEIU Local 1948; and perform such other official functions as the
28 president and board may direct. The membership officer shall welcome newly hired employees,
29 promote Association membership, and submit signed membership forms to the chapter president.

30
31 **Section 6. Trustee.**

32 Trustees shall be elected by the classification members that they will represent. They will express the
33 needs and concerns of their areas to the executive board. They will be responsible, along with the
34 grievance committee, in advising an employee about their contractual rights.

35
36 **Section 7.**

37 The executive board, consisting of the president, vice-president, secretary treasurer and membership
38 officer will be reimbursed \$100.00 of their union dues each quarter for attending all board and general
39 membership meetings. The trustees will be reimbursed \$50.00 of their union dues each quarter for
40 attending all board and general membership meetings. Reimbursement will be made three (3) times a
41 year at the end of November, February and May. Meeting dates are given to the executive board in
42 June for the upcoming year, in order for all executive board members to plan. If two (2) or more
43 meetings are missed in the quarter, the board member will forfeit that quarter's payment unless the
44 absences are excused by the Executive Board. Prior notice of an absence must be given to the
45 president in a timely manner. The Executive Board will determine if an absence is considered excused
46 or unexcused.

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ARTICLE XIV

MISCELLANEOUS PROVISIONS

Section 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/SEIU Local 1948.

Section 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 on behalf of or otherwise bind the organization.

Section 3.

The latest 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 bylaws and special rules of this organization or of the Public School Employees of Washington/SEIU Local 1948.

ARTICLE XV

COMMITTEES AND DELEGATES

Section 1.

The executive board shall designate such standing committees as they determine necessary in the carrying out of the objectives and purposes of this organization. The chapter president may be an ex-officio member to such standing and special committees, with committee chairpersons directly responsible for reporting to the chapter president.

Section 2. Grievance Committee.

A grievance committee shall be composed of the president or vice president and at least one (1) representative.

Section 3. Negotiating Committee.

The negotiating committee shall be the executive board and all trustees. The executive board, as they determine necessary, may appoint a non-board member(s) to serve on the negotiating committee.

Section 4. Audit Committee.

An audit committee shall be selected by the executive board.

Section 5. Other Or Special Committees.

The executive board shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this organization.

1 **Section 6. State Convention Delegates.**

2 Delegates shall be elected by secret ballot. The Board of Trustees shall determine the number of
3 convention delegates for whom the chapter will pay expenses. The Board shall also determine what
4 expenses the chapter will pay. An announcement of this decision will be made at the meeting wherein
5 delegates are elected. Additionally, elected convention delegates may attend at their own expense. If
6 an elected delegate does not attend the convention, the chapter may demand reimbursement for all
7 expenses paid by the chapter.

8
9 **Section 7. Nominating Committee.**

10 A nominating committee may be appointed by the executive board.

11
12 **Section 8. Scholarship Committee.**

13 Not less than three (3) members shall be appointed by the executive board to serve on the scholarship
14 committee who shall administer the scholarship fund outlined in Article IX, Section 2, B. This is a
15 standing committee.

16
17 **Section 8.A.**

18 Scholarship recipients are responsible for claiming funds no later than August 31 of the year
19 following their award notification.

20
21 **Section 8.B.**

22 Two (2) scholarships may be awarded each school year: one (1) dependent and one (1) chapter
23 member. If no chapter member applies, two (2) dependent scholarships may be awarded.

24
25 **Section 8.C.**

26 Applications are open to dependents who are already attending college, university or a
27 technology school.

28
29 **Section 9. Bylaws Committee.**

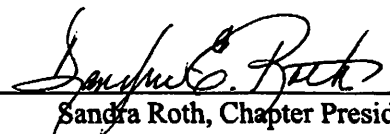
30 The bylaws committee shall consist of not less than two (2) members. This is a standing committee.

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33 **ARTICLE XVI**

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35 **AMENDMENTS**

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38 **Section 1.**

39 These bylaws may be amended by a majority vote of sixty percent (60%) of the membership attending
40 any regular or special meeting thereof; providing, that the proposed amendments be given to the
41 members at least ten (10) days prior to the meeting at which said vote is to be taken.

42
43
44 BY: 
45 Sandra Roth, Chapter President

46
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48 DATE: 10/29/19

1 Adopted January 20, 1993.
2 Amended January 6, 1999.
3 Amended September 27, 2004.
4 Amended November 28, 2005.
5 Amended March 27, 2006.
6 Amended August 18, 2006.
7 Amended June 11, 2007.
8 Amended March 24, 2009.
9 Amended January 23, 2013
10 Amended October 17, 2019

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