

CHAPTER BYLAWS

FEDERAL WAY SCHOOL DISTRICT EARLY CHILDHOOD EDUCATION ASSISTANT PROGRAM (ECEAP)

Public School Employees Of Washington
P. O. Box 798
Auburn, Washington 98071-0798

P R E A M B L E**A. NAME**

The name of this chapter shall be Public School Employees of Federal Way School District Early Childhood Education Assistant Program (ECEAP) and shall be an affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Federal Way School District Early Childhood Education Assistant Program (ECEAP) to work closely with Public School Employees of Washington to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the State Legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington.

C. VISION - WHAT WE STRIVE TO ACHIEVE

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

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

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

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- 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, 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 Federal Way School District Early Childhood Education Assistant Program (ECEAP), 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 from employment 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.

Section 2.2. Local Dues. Local membership dues shall be fifty cents (\$0.50) per month. 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, may have local dues collection suspended upon approval by the Chapter Board of Trustees.

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 business and property of this Chapter shall be managed by a Board of Trustees. The authority to govern and act
5 on behalf of the membership is vested in the elected Board of Trustees who shall decide all matters affecting
6 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically provided for in
7 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 the
11 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 the
18 organization. Therefore, the Board and membership will conduct themselves in a way that promotes mutual
19 trust, demonstrates respect for individual dignity, and displays professionalism. The Board shall utilize
20 positive conflict resolution methods and maintain open, honest lines of communication that respect an
21 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 the
25 Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation
26 should be referred to the Executive Director at State headquarters.
27
28
29

30 **ARTICLE IV**

31 **MEETINGS**

32 **Section 4.1.** General membership meetings of this Chapter shall be held at least three (3) times annually at a
33 time and place to be fixed by the membership or the Board of Trustees.
34

35 **Section 4.2.** Special meetings may be called by the President, the Board of Trustees, or by petition filed with
36 the President and signed by twenty percent (20%) of the members in good standing of this Chapter.
37
38
39
40
41
42
43
44
45

1 **Section 4.3.** The President shall provide at least five (5) days notification to all members of any meeting
2 called. However, said five (5) days notice may be waived by the Board of Trustees 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 shall
6 be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum of
7 five (5) members must be present to constitute a quorum before any Chapter business may be transacted.
8

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

13 **Section 4.6.** The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at
14 meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of the
15 Public School Employees of Washington.
16

17
18
19 **ARTICLE V**
20

21 **BOARD OF TRUSTEES**
22

23 **Section 5.1.** The Board of Trustees shall be composed of the President, Vice President/Secretary, Treasurer
24 and a Site Trustee elected at each site. All sites shall be represented on the Board by an elected representative.
25 An individual site may designate an elected officer (President, Vice President/Secretary, or Treasurer) who
26 works at that site as Site Trustee. Any officer so designated will still only have one vote on the Board of
27 Trustees.
28

29 **Section 5.2.** The term of office shall be for one (1) year, or until their successors are elected.
30

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

34 **Section 5.4.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before the
35 Board. 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 quorum.
37
38
39
40
41
42

1 **Section 5.5. Duties.**
2

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

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

17 **Section 5.5.3. Secretary.** The Secretary shall ensure that the minutes of general membership meetings
18 and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the
19 Chapter, the Board of Trustees, and to perform such other official functions as the President and Board of
20 Trustees may direct.
21

22 **Section 5.5.4. Membership Officer.** It shall be the duty of the Membership Officer to maintain a current
23 and accurate list of members of the Chapter in coordination with the membership information section at PSE
24 State headquarters; ensure that all members are paying dues; render periodical membership reports as required
25 by Public School Employees of Washington; and perform such other official functions as the President and
26 Board of Trustees may direct.
27

28 **Section 5.5.5. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies
29 belonging to the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;
30 keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated
31 by the Board of Trustees. Such money shall be withdrawn only by checks signed by the President and/or Vice
32 President and the Treasurer. The Treasurer shall render periodical financial reports as required by the Board of
33 Trustees, the membership, or Public School Employees of Washington to ensure that the Chapter is in
34 compliance with all laws and regulations required by the Internal Revenue Service and the Department of
35 Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year,
36 inclusive. The Treasurer shall act as custodian of all properties of the Chapter.
37

38 **Section 5.5.6. Trustee.** A Trustee shall represent the classification of employees which elected them and
39 express to the Board of Trustees the needs, desires, and concerns of the members in their classification. They
40 will be responsible, along with the Grievance Committee, in advising an employee about their contractual
41 rights.
42
43
44

ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

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

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

Section 6.3. Elections shall be held during the month of June. Terms of office shall be from September 1 through August 31. Officers elected in June shall automatically fill any vacancy occurring between the date of election and August 31st, in addition to serving their entire term.

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

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

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

Section 6.6.1. All members of the Chapter shall be eligible to vote for the positions of President, Vice President, Secretary, Membership Officer, and Treasurer. 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, subscribe to the obligations contained in these Bylaws.

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

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

Section 6.10. A vacancy in any position, except that of President, shall be filled by the Board of Trustees in accordance with the procedures set forth below:

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

Section 6.10.2. In the event of a vacancy in the office of Vice President, Secretary, Membership Officer, or Treasurer, all members shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a period of twenty (20) calendar days following the notification to members. The President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the position may submit a letter, or have three (3) minutes to address the Board prior to the vote to describe their qualifications and reasons they are seeking the position.

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

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1. Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always supersede local bylaws where conflict exists.

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

1 **Section 7.3.** This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
2 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or
3 pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement
4 which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any
5 collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first
6 approved by the Executive Director of Public School Employees of Washington or his/her designee, provided
7 decisions of the Executive Director may be appealed to the Board of Directors.
8

9 **Section 7.3.1.** Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
10 submitted to the Regional Service Center, who will then forward the original to State headquarters after
11 appropriate copies have been made.
12
13
14

15 **ARTICLE VIII**

16 **COMMITTEES AND DELEGATES**

17
18
19 **Section 8.1. Grievance Committee.** A Grievance Committee shall be composed of the Vice President and at
20 least one unit representative from each classification of employees in the Chapter; and shall be responsible for
21 advising members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.
22

23 **Section 8.2. Negotiating Committee.** A Negotiating Committee shall consist of a representative elected from
24 each classification of employees represented by this bargaining unit and shall work with the PSE Field
25 Representative in developing proposals and negotiating agreements.
26

27 **Section 8.3. Resource Committee.** A Resource Committee shall consist of an elected representative from
28 each employee group represented by the bargaining unit who shall work closely with the Trustee. This
29 committee shall be an information and resource liaison between the Board of Trustees and members. Resource
30 Committee members shall not serve on the Board of Trustees.
31

32 **Section 8.4. Communication Committee.** The Communication Committee shall consist of a Newsletter
33 Editor and other members who shall publish a monthly newsletter to keep members informed regarding issues
34 of concern to Chapter members. This committee shall submit Chapter news that may be of state-wide interest
35 to the Regional Office for possible publication in the PSE Employee by the 10th of each month.
36
37
38
39
40
41
42
43

Section 8.5. Governmental Affairs Committee. The Governmental Affairs Committee shall work as a liaison between Chapter members and the Zone Representative on the State PSE Legislative Council. Names and address of all committee members shall be submitted to Public School Employees of Washington, and PSE shall be notified of any changes in members or addresses.

Section 8.6. Annual Convention Delegates. Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws.

Section 8.7. Audit Committee. An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the Chapter.

Section 8.8. Other Or Special Committees. The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this Chapter.

ARTICLE IX

AMENDMENTS

Section 9.1. These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote is to be taken. All Bylaws amendments must be approved by a majority of the members voting at the next chapter meeting after Board of Trustees action, unless the Board of Trustees action represented a two-thirds (2/3) majority of all Trustees eligible to vote. (On a seven (7) member Board of Trustees, five (5) actual votes would be required to pass a Bylaws amendment without chapter ratification.)

Adopted by the membership on the _____ day of _____, 1996.

Chapter Secretary