

CHAPTER BYLAWS

Amended May 7, 2019

PUBLIC SCHOOL EMPLOYEES OF FIFE #603



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

1.866.520.5652

www.pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I	1
ARTICLE II	1
ARTICLE III	1
ARTICLE IV	2
ARTICLE V	MEMBERSHIP 2
ARTICLE VI	MEETINGS 3
ARTICLE VII	MANAGEMENT 4
ARTICLE VIII	OFFICERS, CLASSIFICATION REPRESENTATIVES (TRUSTEES): NOMINATIONS AND ELECTIONS 5
ARTICLE IX	DUTIES OF OFFICERS 6
ARTICLE X	MISCELLANEOUS PROVISIONS 7
ARTICLE XI	COMMITTEES AND DELEGATES 7
ARTICLE XII	AMENDMENTS 8

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

PREAMBLE

Employees organize primarily to secure better wages and better working conditions and better communication within as well as between Chapter and District.

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

We are both employees and citizens.

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

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst unparalleled abundance, there should not be want.

We are under a solemn obligation to represent the members of this organization democratically and effectively in negotiations with the management of the Fife School District and to conduct internal organizational affairs according to democratic standards.

THEREFORE, we, the classified school employees of Fife School District, in meeting adopt these Bylaws on December 12, 1989.

29
30
31
32
33
34
35

ARTICLE I

The name of this organization shall be the Public School Employees/SEIU Local 1948 of Fife School District Number 417.

36
37
38
39
40
41
42
43

ARTICLE II

This local organization shall be affiliated with and be a chapter of the Public School Employees/SEIU Local 1948 of Washington. This organization was chartered by Public School Employees of Washington on December 1, 1967.

44
45
46
47
48

ARTICLE III

This organization shall continue until a majority of all of the members vote to dissolve the organization.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE IV

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/SEIU Local 1948 of Washington.
- B. To promote the organization of Public School Employees/SEIU Local 198 in the Fife School District #417.
- C. To promote the welfare of the membership and the classified employees of the Fife School District #417, 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 employees of Fife School District #417.
- 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 school employees and to strive for their overall betterment through training, legislation and Public School Employees/SEIU Local 1948 of Washington Association benefits. (See attachment, back page.)

ARTICLE V

MEMBERSHIP

Section 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 Fife School District #417, and who are members in good standing of the Public School Employees of Washington, are eligible for membership in the organization.
- B. Free riders: Employees covered by the collective bargaining agreement but who do not pay dues. Free riders are not eligible to attend meetings, hold office, or vote. Free riders and their dependents are not eligible for scholarships and local emergency relief funds.

1 **Section 2. Local Dues.**

- 2
- 3 A. Application for membership shall be made via application (paper, e-sign, or voice
- 4 authorization) as provided by Public School Employees. Such application shall include a
- 5 valid authorization for payroll deduction of State dues. State PSE dues shall be subject to
- 6 State PSE Bylaws.
- 7
- 8 B. Current local dues of Public School Employees of Fife shall be three dollars (\$3.00) per
- 9 month. Such dues shall be collected on a monthly basis. Local dues shall be sent directly to
- 10 the Association. Membership dues are not refundable except where an error resulting in an
- 11 overpayment exists. Free riders do not pay local dues.
- 12

13 **Section 3. Rights.**

- 14
- 15 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
- 16 organization. Active discussions of organization affairs shall be encouraged and protected
- 17 within this organization.
- 18
- 19 B. Members shall have the right to fair and democratic elections at all levels of the organization.
- 20 This includes due notice of nominations and elections, equal opportunities for competing
- 21 candidates, and proper election procedures which shall be specifically set forth.
- 22
- 23 C. Members shall have an equal right to run and hold office, except those persons set forth in
- 24 RCW 41.56.030 Par. 2, a, b and c (attached on last page), and those employees classified
- 25 either by State statute or appropriate State regulatory agencies as being a "supervisory
- 26 employee."
- 27
- 28 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
- 29 levels such accounting shall include, but not be limited to, periodical reports to the
- 30 membership by appropriate fiscal officers or by independent auditors not otherwise
- 31 connected with the organization, and a financial audit at least once a year which is made
- 32 available to all members.
- 33
- 34 E. Members shall have the right to full participation, through discussion and vote, in the
- 35 decision making processes of the organization and to pertinent information needed for the
- 36 exercises of this right.
- 37
- 38
- 39

40 **ARTICLE VI**

41 **MEETINGS**

42

43

44 **Section 1.**

45 General membership meeting dates of this organization shall be decided upon by the Board of Trustees

46 in August at a time and place to be fixed by the membership or the Board of Trustees.

47

48

1 **Section 2.**

2 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
3 President and signed by twenty percent (20) of the members of this organization.
4

5 **Section 3.**

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

10 **Section 4.**

11 At any meeting of the membership of this organization, each member shall be entitled to one vote. A
12 member must be present to vote - no proxy vote will be allowed. A minimum of seven (7) members
13 must be present to constitute a quorum before any organization business may be transacted.
14
15
16

17 **ARTICLE VII**

18 **MANAGEMENT**
19
20

21 **Section 1.**

22 The business and property of this organization shall be managed by a Board of Trustees, except when the
23 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 these Bylaws or by
25 action of the members at a regular or special meeting shall be decided by the Board of Trustees.
26

27 **Section 2.**

28 The Board of Trustees shall be composed of the President(s), Vice President, Secretary, Treasurer, and a
29 representative from each classification, i.e., classification representatives.
30

31 **Section 3.**

32 The term of office of the trustees of this organization shall be for a period of two (2) years from the date
33 of election, which shall be held at the last meeting of the year.
34

35 **Section 4.**

36 The Board of Trustees shall hold meetings as the President(s) or the Board shall deem necessary for the
37 competent management of affairs of the organization.
38

39 **Section 5.**

40 Members of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All
41 voting at meetings of the Board of Trustees shall be by each member present in person and voting by
42 proxy shall not be allowed. All of the members of the Board of Trustees shall constitute a quorum.
43

44 **Section 6.**

45 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any
46 regular or special meeting of the membership of the organization. Notice of the proposed removal of the
47 trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal is

1 to be voted upon. Such notice to the trustee must state the cause for the proposed removal. Free riders
2 are not eligible to submit a name for removal from office.
3

4 **Section 7.**

5 Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due cause for
6 removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
7 absenteeism shall not require the 2/3 vote of membership.
8

9 **Section 8.**

10 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
11 filled from the membership at large under the terms of Article VIII, Sections 2 and 3. The term shall be
12 the unexpired term of the trustee whose position has become vacant.
13
14
15

16 **ARTICLE VIII**

17 **OFFICERS, CLASSIFICATION REPRESENTATIVES (TRUSTEES):**
18 **NOMINATIONS AND ELECTIONS**
19
20

21 **Section 1.**

22 The officers of this organization shall be a President(s), a Vice President, a Secretary and Treasurer. All
23 officers shall be elected for a term of two (2) consecutive years. President(s) and Secretary to be voted
24 on in even years. Vice president and Treasurer to be voted on in odd years. (See Convention Committee
25 Section 5 Article 1).
26

27 **Section 2.**

28 To be eligible for office, a member must be in good standing for one year immediately preceding the
29 election, except in the initial election held in this organization, and must qualify under the provisions of
30 Article V, Section 3-C.
31

32 **Section 3.**

33 Officer elections, and ratification of contracts shall be by secret ballot vote. Balloting shall be so
34 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days'
35 advance notice shall be given the membership prior to the holding of the election.
36

37 **Section 4.**

38 Nominations may be made by the nominating committee, but whether or not such nominating committee
39 is used, nominations shall be permitted from the floor at the meeting held to elect officers.
40

41 **Section 5.**

42 Classification representatives shall be elected by members from the classification represented. The term
43 of office shall be two (2) years. Election shall normally be held at the last general membership meeting
44 of the year.
45

46 **Section 6.**

47 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
48 trustee, contained in these Bylaws.
49

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE IX

DUTIES OF OFFICERS

Attend all meetings.

Section 1. President(s).

The President(s) shall preside at all meetings of the organization and of the Board of Trustees. The President(s) shall supervise all activities of the organization; execute all instruments in its behalf; appoint all special committees of 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 the Presidents' official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

Section 2. Vice President.

The Vice President shall act for the President(s) in the Presidents' absence and perform such other acts as the President(s) or Board of Trustees may direct. The Vice President will be the membership representative and will check with administration about new hires.

Section 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. Minutes shall be approved by an additional board member, then distributed to all members within two weeks (14 days) following each monthly meeting. Copies of the minutes shall be available at meetings.

Section 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 designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the Treasurer and one officer, or by credit/debit card. The Treasurer shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the organization. A copy of the financial report will be made available at all meetings.

Section 4.1. Check Writing Policies.

All officers will have signatures on the bank accounts. Two signatures will be needed to sign checks. Treasurer and Vice President first. Either President(s) or Secretary may sign in emergencies.

Section 5. Classification Representatives.

Representatives are responsible for administering the Collective Bargaining Agreement, serving on the Labor/Management Committee as needed, representing member concerns, grievances, and attending disciplinary meetings with District officials. Representatives serve on the Board of Trustees.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE X

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. Our bylaws will not conflict with the State PSE. Bylaws.

Section 2.

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

Section 3.

The latest edition of **Robert's Rules of Order**, Revised 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.

ARTICLE XI

COMMITTEES AND DELEGATES

Attend all meetings if required. Keep documentation of all committee activities (to be passed on). Free riders cannot be delegates or serve on committees.

Section 1. Grievance Committee.

A Grievance Committee shall be composed of the Board of Trustees. The Vice President shall chair this committee. This committee shall be responsible to determine if a grievance is valid before a grievance may be submitted for arbitration, per the collective bargaining agreement. The committee chair (vice president) shall report the committee's decision, in writing, to the assigned PSE Field Representative. No free rider shall be eligible to appeal to the state grievance per the state bylaws.

Section 2. Negotiating Committee.

The negotiating committee shall be composed of the board of trustees. The Negotiating Committee shall be authorized to reject proposals of the District, and shall present recommended proposals to the membership for ratification.

Section 3. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees from the membership at large not to include chapter officers except the treasurer. An audit will take place no later than December 1st.

1 **Section 4. Other or Special Committees.**

2 The Board of Trustees shall designate such special committees as they determine necessary in the
3 carrying out of the objectives and purposes of this organization.
4

5 **Section 5. Convention Delegates.**

6 Delegates shall be elected by the membership at large. The board of trustees shall determine each
7 year room occupancy, lodging expenses, how many vehicles will be reimbursed mileage and the
8 rate, meal reimbursement (meals not covered by convention), chapter gift(s), and donations to the
9 state Emergency Relief Fund. Convention Delegates attendance will be expected at Convention
10 unless an emergency arises. If an elected delegate cannot attend, it is his/her responsibility to
11 contact an alternate to attend in their stead. If neither delegate or alternate can attend, all prepaid
12 expenses will be paid by the absent attendees.
13

14 **Rationale:** This is with the understanding that if you are an elected delegate or an
15 alternate, you have accepted the commitment and responsibility to represent our chapter
16 and should plan accordingly.
17

18 **Section 6. Nominating Committee.**

19 A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.
20

21 **Section 7. Sunshine Committee.**

22 A Sunshine Chairman may be appointed by the Board of Trustees. The chairman will be responsible for
23 sending cards, i.e., sympathy, get-well, and retirement, as appropriate.
24

25 **Section 8. Building Committee.**

26 These Representatives are volunteers appointed by building co-workers or Board of Trustees. The
27 Building Representative will be responsible for posting the chapter notices, distributing union notices to
28 members, encouraging attendance at PSE meetings, and other duties as assigned by the President. Free
29 riders cannot be building representatives.
30

31
32 **ARTICLE XII**

33
34 **AMENDMENTS**

35
36 **Section 1.**

37 These Bylaws may be amended by a majority vote of the membership at any regular or special meeting
38 thereof; providing, that a notice of the intent to amend any specific provision be given to the members at
39 least five (5) days prior to the meeting at which said vote is to be taken.
40

41
42
43 Adopted by the membership on the 12th day of December, 1989.

44 Amended February 9, 2000

45 Amended March 14, 2003

46 Amended January 12, 2005

47 Amended November 9, 2006

48 Amended May 7, 2019

