

# **CHAPTER BYLAWS**

# **FINLEY**

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

A. **NAME**

The name of this Chapter shall be Public School Employees of Finley 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. This organization was chartered by Public School Employees of Washington on December 13, 1976.

B. **MISSION - OUR PURPOSE FOR EXISTING**

It is the mission of Public School Employees of Finley 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.

D. 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.

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 Finley School District.

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.

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

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

- 5
- 6 • Striving for excellence and demonstrating pride in our work.
- 7
- 8 • Having open, honest communications.
- 9
- 10 • Providing high-quality service.
- 11
- 12 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
- 13 to be based on trust and concern for the rights and welfare of others.
- 14
- 15 • Embodying honesty and integrity in our conduct and relationships with others.
- 16
- 17 • Treating others fairly, equally and respecting their individual dignity.
- 18
- 19 • Recognizing individual worth.
- 20
- 21 • Supporting creativity, innovation, and constructive changes in the organization.
- 22
- 23 • Demonstrating accountability for our performance, actions, and behavior.
- 24
- 25 • Doing the professional, technical, organizational, and ethically “right” thing as opposed
- 26 to the easy, popular, or politically expedient thing.
- 27
- 28 • Demonstrating a high level of social responsibility.
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32 **ARTICLE I**

33 **MEMBERSHIP**

34 **Section 1.1.** Except as otherwise provided in these Bylaws, any person, without regard to race, creed,  
35 color, national origin, sex, or political belief, shall be eligible for membership.

36 **Section 1.1.1. Active Member.** Any classified school employee who is regularly employed by or for  
37 the Finley School District, and who is a member of Public School Employees of Washington, is  
38 eligible for membership in this Chapter. A classified employee is one whose position does not require  
39 a teaching certificate.  
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1 **Section 1.1.2. Member In Good Standing.** To be eligible to vote and to hold office, a member must  
2 be in good standing. To be in good standing, the member shall be employed and current in payment of  
3 dues as are required by these Bylaws. Any member, who is on authorized leave of absence pursuant to  
4 the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who  
5 is terminated from employment shall not be eligible to vote or hold office.  
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## 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 \$4.00 per month, two (\$2.00) dollars to the General Fund and two (\$2.00) to the Scholarship Fund. 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.

1 **Section 3.4.** Members shall have the right to full participation, through discussion and vote, in the  
2 decision making processes of the organization and to pertinent information needed for the exercises of  
3 this right.  
4

5 **Section 3.5. GOVERNING BODY.**  
6

7 **Section 3.5.1. Board of Trustees.** Except when general meetings of the Chapter are in session, the  
8 business and property of this Chapter shall be managed by a Board of Trustees. The authority to  
9 govern and act on behalf of the membership is vested in the elected Board of Trustees who shall decide  
10 all matters affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not  
11 specifically provided for in these bylaws or by action of the members at a regular or special meeting.  
12

13 **Section 3.5.2. PSE Field Staff.** PSE field staff shall work closely with the Chapter in an advisory  
14 position. All decisions governing the business of the local chapter shall be the sole responsibility of  
15 the elected officials and membership of the Chapter.  
16

17 **Section 3.6. OPERATING PRINCIPLES.** In order to provide the Chapter with the highest quality  
18 direction and management possible, the following operating principles shall guide the Board of  
19 Trustees.  
20

21 **Section 3.6.1. Board/Membership Relationships.** A positive, constructive, cooperative relationship  
22 between the Board of Trustees and the membership is essential to achieving the mission and vision of  
23 the organization. Therefore, the Board and membership will conduct themselves in a way that  
24 promotes mutual trust, demonstrates respect for individual dignity, and displays professionalism. The  
25 Board shall utilize positive conflict resolution methods and maintain open, honest lines of  
26 communication that respect an appropriate chain of command within the Chapter.  
27

28 **Section 3.6.2. Media.** The President, or his/her designee, is the primary spokesperson for the chapter.  
29 Media inquiries to individual Board members about matters of Chapter concern should be referred to  
30 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific  
31 legislation should be referred to the Executive Director at State headquarters.  
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**ARTICLE IV**

**MEETINGS**

**Section 4.1.** General membership meetings of this Chapter shall be held at least four (4) times annually at a time and place to be fixed by the membership or the Board of Trustees.

**Section 4.2.** Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President and signed by twenty percent (20%) of the members in good standing of this Chapter.

**Section 4.3.** The President shall provide at least five (5) days notification to all members of any meeting called. However, said five (5) days notice may be waived by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

**Section 4.4.** At any meeting of the membership of this Chapter, each member in good standing present shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A quorum shall consist of those members present and voting. All voting shall be by paper ballot.

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

**Section 4.6.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE State Bylaws, these Bylaws and with any special rules of order this Chapter may adopt.

**ARTICLE V**

**BOARD OF TRUSTEES**

**Section 5.1.** The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and a Shop Steward (herein known as a Trustee) elected by the unit from each classification of employees of the School District if represented by the local Public School Employees organization.

**Section 5.2.** The term of office shall be for a period of one (1) year, or until their successor is elected.

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

1 **Section 5.4.** Each member of the Board of Trustees shall possess one (1) vote in matters coming  
2 before the Board. All voting at meetings of the Board of Trustees shall be by each member present in  
3 person, and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees  
4 shall constitute a quorum.

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6 **Section 5.5. Duties.**  
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8 **Section 5.5.1. President.** The President shall preside at all meetings of the Chapter and of the Board  
9 of Trustees. The President shall be made aware of, and supervise all activities of the Chapter; execute  
10 all instruments in its behalf; and work with PSE field staff, with the advice and consent of the Board of  
11 Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The President shall  
12 appoint all special committees not otherwise provided for in the Bylaws of the Chapter, subject to the  
13 approval of the Board of Trustees, and serve as an ex-officio member of all committees. The President  
14 shall report periodically to the membership regarding the progress and standing of the Chapter in  
15 regard to the President's official acts; and perform all other duties of the office. Upon being elected  
16 the Chapter President, the President's union dues shall be reimbursed quarterly.

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18 **Section 5.5.2. Vice President.** The Vice President shall provide such assistance to the President as  
19 requested; shall, in the absence of the President, perform duties of that office; and in the case of  
20 permanent disability or resignation of the President, shall succeed to that office for the unexpired  
21 portion of the current term of office.

22  
23 **Section 5.5.3. Secretary.** The Secretary shall ensure that the minutes of general membership  
24 meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the secretary to keep  
25 all records of the Chapter, the Board of Trustees, and to perform such other official functions as the  
26 President and Board of Trustees may direct.

27  
28 **Section 5.5.4. 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  
30 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and  
31 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks  
32 signed by the President and/or Vice President and the Treasurer. The Treasurer shall render periodical  
33 financial reports as required by the Board of Trustees, the membership, or Public School Employees of  
34 Washington to ensure that the Chapter is in compliance with all laws and regulations required by the  
35 Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall  
36 be from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as  
37 custodian of all properties and provide supplies for the sunshine person in each building.

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39 Members shall have the right to a full and clear accounting of all organizational funds. At all levels  
40 such accounting shall include but not be limited to, periodical reports to the membership by  
41 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,  
42 and a financial audit at least once a year which is made available to all members.



1 **Section 5.5.5. Shop Steward.** A Shop Steward shall represent the classification of employees which  
2 elected them and express to the Board of Trustees the needs, desires, and concerns of the members in  
3 their classification. They will be responsible, along with the Grievance Committee, in advising an  
4 employee about their contractual rights. All Shop Stewards shall work for no less than one (1) year in  
5 classification/position before becoming a Shop Steward for their classification.  
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10 **ARTICLE VI**

11 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

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13 **Section 6.1.** Members shall have the right to fair and democratic elections at all levels of the Chapter.  
14 This includes five (5) working days notice of nominations and elections, and equal opportunities for  
15 competing candidates to state their qualifications and reasons for seeking office to the Chapter  
16 membership. Elections shall be conducted by secret written ballot and certified by the Chapter  
17 Secretary.  
18

19 **Section 6.2.** Members shall have an equal right to run and hold office, except those persons set forth  
20 in RCW 41.56.030 Par. 2, a, b and c ("public employee" means any employee of a public employer  
21 except any person (a) elected by popular vote, or (b) appointed to office pursuant to statute, ordinance  
22 or resolution for a specified term of office by the executive head or body of the public employer, or (c)  
23 whose duties as Deputy, Administrative Assistant or Secretary necessarily imply a confidential  
24 relationship to the Executive Head or body of the applicable bargaining unit, or any person elected by  
25 popular vote or appointed to office pursuant to statute, or resolution for a specified term of office by  
26 the Executive Head or body of the public employer); and those employees classified either by State  
27 statute or appropriate State regulatory agencies as being a "supervisory employee."  
28

29 **Section 6.3.** Elections shall be held during the month of May. Terms of office shall be from  
30 September 1 through August 31.  
31

32 **Section 6.4.** Nominations may be made by the nominating committee, but whether or not such  
33 nominating committee is used, nominations shall be permitted from the floor at the meeting held for  
34 the election.  
35

36 **Section 6.5.** To be eligible, a member must be in good standing for one (1) year immediately  
37 preceding the election.  
38

39 **Section 6.6.** Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting  
40 shall be so conducted as to afford all members a reasonable opportunity to vote. At least five (5)  
41 working days advance notice shall be given the membership prior to the holding of the election.  
42 Postcards with notification will be sent to all members prior to elections.  
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1 **Section 6.6.1.** All members of the Chapter shall be eligible to vote for the positions of President,  
2 Vice President, Secretary, and Treasurer. In the election of a Shop Steward, only members in the  
3 classification of employees that the Shop Steward will represent shall be allowed to vote.  
4

5 **Section 6.7.** Every member of the Board of Trustees shall, upon assuming office, subscribe to the  
6 obligations contained in these Bylaws.  
7

8 **Section 6.8.** Any member of the Board of Trustees may be removed from office by a two-thirds (2/3)  
9 vote of the membership at any regular or special meeting of the Chapter. Written notice of the  
10 proposed removal must be given to the Board of Trustee member at least five (5) working days prior to  
11 the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for  
12 the proposed removal.  
13

14 **Section 6.9.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall  
15 be due cause for removal of the member by the Board of Trustees. Removal of a Board member  
16 because of excessive absenteeism shall not require the 2/3 vote of the membership.  
17

18 **Section 6.10.** A vacancy in any position, except that of President, shall be filled by the Board of  
19 Trustees in accordance with the procedures set forth below:  
20

21 **Section 6.10.1.** In the event the president cannot serve the remainder of his/her current term, the  
22 Vice President shall serve as president for the completion of the term.  
23

24 **Section 6.10.2.** In the event of a vacancy in the office of Vice President, Secretary, Treasurer, all  
25 members shall be notified of the vacancy and nominations solicited for the position. Nominations shall  
26 be accepted for a period of twenty (20) calendar days following the notification to members. The  
27 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon  
28 the vacancy at the next regularly scheduled board meeting. Each candidate for the position may  
29 submit a letter, or have three (3) minutes to address the board prior to the vote to describe their  
30 qualifications and reasons they are seeking the position.  
31

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

**Section 7.3.** 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 other entity or agent, unless such agreement is first reviewed and approved by the Executive Director of Public School Employees of Washington or his/her designee, provided decisions of the executive director may be appealed to the Board of Directors.

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

**Section 7.3.2.** No contract changes, Letters of Agreement, or Memorandums Of Understanding shall be voted on until there is a reading of such at one (1) union meeting.

**Section 7.3.3.** There shall be no contract votes by the union during the summer months until the new President takes office and the general PSE voting body is back to work for the new school year.

**ARTICLE VIII**

**COMMITTEES AND DELEGATES**

**Section 8.1. Conference Committee.** The Conference Committee shall be composed of the President and Vice President. There will be meetings held with the administration as necessary.

**Section 8.2. Grievance Committee.** A Grievance Committee shall be composed of the President/Vice President and at least one Shop Steward from each classification of employees in the Chapter and shall be responsible for advising members of their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

1 **Section 8.3. Negotiating Committee.** A Negotiating Committee shall consist of a representative  
2 elected from each classification of employees represented by this bargaining unit and shall work with  
3 the PSE field representative in developing proposals and negotiating agreements.  
4

5 **Section 8.4. Legislative Person.** The Legislative Person shall work as a liaison between Chapter  
6 members and the Zone Representative on the state PSE Legislative Council. The name and address of  
7 that person shall be submitted to Public School Employees of Washington, and PSE shall be notified of  
8 any changes.  
9

10 **Section 8.5. Annual Convention Delegates.** Delegates shall be elected by secret ballot. Approved  
11 expenses (food, gas & lodging) incurred by elected delegates attending the annual convention shall be  
12 paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws.  
13

14 **Section 8.6. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to  
15 audit the financial records of the Chapter.  
16

17 **Section 8.7. Other Or Special Committees.** The Board of Trustees shall designate such special  
18 committees as they determine necessary in the carrying out of the objectives and purposes of this  
19 Chapter.  
20

21 **Section 8.8. Nominating Committee.** A Nominating Committee may be appointed by the Board of  
22 Trustees or elected to make nominations.  
23

24 **Section 8.9. Scholarship Committee.** The Scholarship Committee shall consist of five (5) members.  
25 One (1) member will act as the chairperson. They will meet to make recommendations for changes  
26 and final selection. All changes to the scholarship application shall be voted on by the membership in  
27 a general meeting. Any PSE members with children of current senior status shall not be permitted to  
28 serve on the Scholarship Committee for that same year.  
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ARTICLE IX

AMENDMENTS

Section 9.1. These Bylaws may be amended by a majority vote of the membership 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.

BY: /s/ Janet S. Black
Chapter Secretary

DATE: March 9, 2009

- Adopted by the membership on the 2nd day of May, 1987
Amended by the membership May 3, 1989
Amended by the membership January 7, 1998
Amended by the membership January 12, 2000
Amended by the membership March 1, 2000
Amended by the membership November 25, 2008

