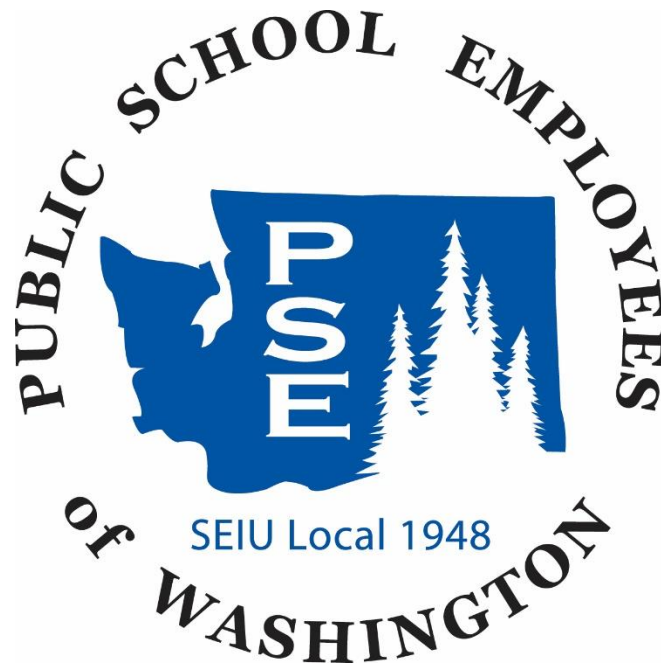


CHAPTER BYLAWS

FRANKLIN PIERCE PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
PO Box 798
Auburn, WA 98071-0798
(866) 820-5652

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P R E A M B L E

NAME

The name of this chapter shall be Public School Employees of Franklin Pierce 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 February 13, 1968. Re-chartered March 31, 1976.

A. MISSION - OUR PURPOSE FOR EXISTING.

It is the mission of Public School Employees of Franklin Pierce to secure better wages and better working conditions, 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.

B. VISION - WHAT WE STRIVE TO ACHIEVE

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

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

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

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

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.

- 1 • Recognizing individual worth.
- 2
- 3 • Supporting creativity, innovation, and constructive changes in the organization.
- 4
- 5 • Demonstrating accountability for our performance, actions, and behavior.
- 6
- 7 • Doing the professional, technical, organizational, and ethically “right” thing as opposed to
- 8 the easy, popular, or politically expedient thing.
- 9
- 10 • Demonstrating a high level of social responsibility.
- 11
- 12

13 A R T I C L E I

14 M E M B E R S H I P

15 Section 1.1.

16 Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national
17 origin, sex, or political belief, shall be eligible for membership.

18 Section 1.1.1. Active Member.

19 Any classified school employee who is regularly employed by or for the Franklin Pierce School
20 District, and who is a member of Public School Employees of Washington, is eligible for
21 membership in this chapter. A classified employee is one whose position does not require a
22 teaching certificate.

23 Section 1.1.2. Member in Good Standing.

24 To be eligible to vote and to hold office, a member must be in good standing. To be in good
25 standing, the member shall be employed and current in payment of dues as are required by these
26 bylaws. Any member who is on authorized leave of absence pursuant to the Collective Bargaining
27 Agreement, shall retain the right to vote and hold office. Any member who is terminated from
28 employment shall not be eligible to vote or hold office.

29 A R T I C L E II

30 D U E S

31 Section 2.1. State Dues.

32 State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

33 Section 2.1.1. Chapter Rebates.

34 Each chapter shall receive chapter rebates from the state organization in an amount equal to five
35 percent (5%) of the total monthly dues and fees paid by both members and agency fee payers to
36 the state PSE. To qualify for rebates, the chapter must have (1) filed a Chapter Financial Report
37

(CFR) for the previous fiscal year with the PSE State Office, and (2) sent at least one (1) delegate to the annual PSE convention the previous year.

Section 2.2. Local Dues.

Local membership dues shall be \$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. Membership dues shall be deducted by payroll. In the event a member wants to pay dues by check, they will be due to the treasurer by the 15th of the month. Failure to pay dues for three (3) months would cause the member to become delinquent and such member shall stand suspended. Said member would be duly notified by letter.

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1.

Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures which includes registration of members in good standing, by secret ballot.

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.

Section 3.4.1. Financial Management.

All chapter checks shall require dual signatures by authorized representatives of the governing body.

1 **Section 3.5. GOVERNING BODY.**

2
3 **Section 3.5.1. Board of Trustees.**

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

9
10 **Section 3.5.2. PSE Field Staff.**

11 PSE field staff shall work closely with the chapter in an advisory position. All decisions
12 governing the business of the local chapter shall be the sole responsibility of the elected officials
13 and membership of the chapter.

14
15 **Section 3.6. OPERATING PRINCIPLES.**

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

18
19 **Section 3.6.1. Board/Membership Relationships.**

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

26
27 **Section 3.6.2. Media.**

28 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to
29 individual board members about matters of chapter concern should be referred to the chapter
30 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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35 **ARTICLE IV**

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37 **MEETINGS**

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39 **Section 4.1.**

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

42
43 **Section 4.2.**

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

1 **Section 4.3.**

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

6 **Section 4.4.**

7 At any meeting of the membership of this chapter, each member in good standing present shall be entitled
8 to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum of ten (10)
9 percent of members must be present to constitute a quorum before any chapter business may be
10 transacted.
11

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

13 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also be
14 called upon motion of a majority of the members of the Board of Trustees to the President. A majority of
15 the members of the Board of Trustees shall constitute a quorum.
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19 **ARTICLE V**

20 **BOARD OF TRUSTEES**

21 **Section 5.1.**

22 The Board of Trustees shall be composed of the president, vice president, secretary, treasurer, immediate
23 past president, if a member in good standing, and a unit representative (herein known as a trustee) from
24 each classification of employees of the school district if represented by the local Public School Employees
25 organization.
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29 **Section 5.1.1.**

30 Executive Board shall consist of the President, Vice President. Secretary and Treasurer.
31

32 **Section 5.2.**

33 The term of office shall be for a period of two (2) years, or until their successors are elected. This shall
34 not impair any candidate from running for office. If there are no nominees, the person presently holding
35 office may be elected for another term.
36

37 **Section 5.3.**

38 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the board
39 shall deem necessary for the competent management of affairs of the Chapter.
40

41 **Section 5.4.**

42 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board. All
43 voting at meetings of the Board of Trustees shall be by each member present in person, and voting by
44 proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
45 quorum.
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1 **Section 5.5. Duties.**

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3 **Section 5.5.1. President.**

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

13
14 **Section 5.5.2. Vice President.**

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

19
20 **Section 5.5.3. Secretary.**

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

25
26 **Section 5.5.4. Immediate Past President.**

27 The immediate past president, if a member in good standing, shall serve as an advisor and as a
28 voting member of the Board of Trustees.

29
30 **Section 5.5.5. Treasurer.**

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

41
42 **Section 5.5.6. Trustee.**

43 A trustee shall represent the classification of employees and express to the Board of Trustees the
44 needs, desires, and concerns of the members in their classification. They will be responsible,
45 along with the Grievance Committee, in advising an employee about their contractual rights. The
46 Executive Board shall appoint trustees from those individual(s) nominated from the respective
47 classification(s).

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ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

Section 6.1.

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

Section 6.2.

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

Section 6.3.

Elections shall be held during the month of March. The term of office shall begin September 1.

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 Executive Board 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.

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.

1 **Section 6.9.**

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

5
6 **Section 6.10.**

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

9
10 **Section 6.10.1.**

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

13
14 **Section 6.10.2.**

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

22
23 **Section 6.10.3.**

24 Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs;
25 provided, however, that when vacancies occur in the office of trustee, the president shall direct
26 that a classification meeting be held and that the classification nominate a successor for the
27 remainder of the vacant term. Selection of the successor shall be pursuant to Section 5.5.6.

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30 **ARTICLE VII**

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32 **MISCELLANEOUS PROVISIONS**

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35 **Section 7.1.**

36 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
37 Bylaws of the Public School Employees of Washington.

38
39 **Section 7.2.**

40 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as
41 agent for, or otherwise bind this organization in any way whatsoever. No member or group of members
42 or any other person or persons shall have the power to act on behalf of or otherwise bind the organization
43 except to the extent specifically authorized in writing by the President or the Board of Trustees of the
44 organization.

1 **Section 7.3.**

2 Robert's Rules of Order, Newly Revised shall be the guide in all cases in which they are applicable, and
3 in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or
4 of the Public School Employees of Washington.

5
6 **Section 7.4. Building Liaison(s).**

7 Members at each worksite shall meet in September to select a building liaison whose name shall be
8 forwarded to the chapter vice president by October 15. The vice president may have at least three (3)
9 building liaison meetings each school year. The purpose of the meetings will include but not be limited to
10 communication of labor relations issues, discussion of current District developments, awareness/
11 education of significant developments that will affect the membership.

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15 **ARTICLE VIII**

16 **COMMITTEES AND DELEGATES**

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19 **Section 8.1. Grievance Committee.**

20 A Grievance Committee shall be composed of the vice president and at least one unit representative from
21 each classification of employees in the chapter; and shall be responsible for advising members of their
22 rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

23
24 **Section 8.2. Negotiating Committee.**

25 A Negotiating Committee shall consist of at least one representative selected from each classification (i.e.
26 Maintenance Information Technology, Nutrition Service, Health Services, Paraeducators, and Head
27 Start/ECEAP Teachers) of employees represented by this bargaining unit and shall work with the PSE
28 field representative in developing proposals and negotiating agreements.

29
30 **Section 8.3. Resource Committee.**

31 A Resource Committee shall consist of Building Liaisons from each building who shall work closely with
32 the trustees. This committee shall be an information and mobilization resource between the Board of
33 Trustees and members. Resource Committee members shall not serve on the Board of Trustees.

34
35 **Section 8.4. Communication Committee.**

36 The Communication Committee shall consist of a newsletter editor and other members who may publish a
37 monthly newsletter to keep members informed regarding issues of concern to chapter members. This
38 committee may submit chapter news that may be of state-wide interest to the regional office for possible
39 publication in the PSE Voice.

40
41 **Section 8.5. Governmental Affairs Committee.**

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

1 **Section 8.6. Annual Convention Delegates.**

2 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
3 the annual convention shall be paid by the chapter or in accordance with appropriate provisions of PSE
4 State Bylaws.

5
6 **Section 8.7. Audit Committee.**

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

9
10 **Section 8.8. Other or Special Committees.**

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

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16 **ARTICLE IX**

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18 **AMENDMENTS**

19
20 **Section 9.1.**

21 These bylaws may be amended by a majority vote of the members of this organization at any regular or
22 special meeting thereof; providing, that a written notice of the intent to amend any specific provision be
23 given to the members of the organization at least ten (10) working days prior to the meeting at which said
24 vote is to be taken.

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27 Adopted by the membership on the 10th day of May, 1971.

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31 BY: Travis Klumpar

32 Travis Klumpar, Chapter President

33
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35 DATE: 4/1/16

36
37 Amended October 26, 1976.

38 Amended February 21, 1984.

39 Amended April 20, 1995.

40 Amended May 8, 2000.

41 Amended November 24, 2015

42 Amended March 23, 2016