

CHAPTER BYLAWS

GLENWOOD

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON
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P R E A M B L E

NAME

The name of this chapter shall be Public School Employees of Glenwood 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 25, 1975.

OBJECTIVES AND PURPOSE OF THIS ORGANIZATION

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.

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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 Glenwood School District, 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. 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.

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5 **Section 3.5. Governing Body.**

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

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

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17 **Section 3.6. Operating Principles.** In order to provide the chapter with the highest quality direction
18 and management possible, the following operating principles shall guide the elected officers.

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

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28 **ARTICLE IV**

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30 **MEETINGS**

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

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35 **Section 4.2.** Special meetings may be called by the president, officers, or by petition filed with the
36 president and signed by twenty percent (20%) of the members in good standing of this chapter.

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

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42 **Section 4.4.** At any meeting of the membership of this chapter, each member in good standing present
43 shall be entitled to one vote. A member must be present to vote; no proxy vote will be allowed. Those
44 present and voting shall constitute a quorum for any chapter business.

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46 **Section 4.5.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall
47 govern this chapter in all cases to which they are applicable and in which they are not inconsistent with
48 the PSE state bylaws, these bylaws and with any special rules of order this chapter may adopt.

ARTICLE V

ELECTED OFFICERS

Section 5.1. Elected officers shall be composed of the president, vice president, and secretary/treasurer.

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

Section 5.3. Duties.

Section 5.3.1. President. The president shall preside at all meetings of the chapter. The president shall be made aware of, and supervise all activities of the chapter; execute all instruments in its behalf; and work with PSE field staff to achieve the mission, vision, goals, and objectives of the chapter. The president shall appoint all special committees not otherwise provided for in the bylaws of the chapter and serve as an ex-officio member of all committees. The president shall report periodically to the membership regarding the progress and standing of the chapter in regard to the president's official acts; and perform all other duties of the office.

Section 5.3.2. Vice President. The vice president shall provide such assistance to the president as requested; serve as chairperson of the grievance committee; shall, in the absence of the president, perform duties of that office; and in the case of permanent disability or resignation of the president, shall succeed to that office for the unexpired portion of the current term of office.

Section 5.3.3. Secretary/Treasurer. The secretary/treasurer shall ensure that the minutes of general membership meetings are duly recorded. It shall be the duty of the secretary/treasurer to keep all records of the chapter and to perform such other official functions as the president may direct. The secretary/treasurer shall receive and be accountable for all funds and monies belonging to the chapter; pay all obligations incurred by the chapter as authorized by the president; keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the president. Such money shall be withdrawn only by checks signed by any two (2) of the four (4) authorized signatures. The secretary/treasurer shall render periodical financial reports as required by the membership, or Public School Employees of Washington to ensure that the chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The secretary/treasurer shall act as custodian of all properties of the chapter.

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/treasurer.

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 May. Terms of office shall be from September 1 through August 31.

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. All members of the chapter shall be eligible to vote for the positions of president, vice president, and secretary/treasurer.

Section 6.6. 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 6.7. In the event of a vacancy in the office of vice president or secretary/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, or act upon the vacancy at the next regularly scheduled chapter 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 6.8. Any other vacancy shall be filled only for the remainder of the term in which the vacancy occurs.

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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 officers and members, together with other information required by PSE and shall notify PSE of all changes in officers, 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.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee. A grievance committee shall be composed of the officers and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee. A negotiating committee shall consist of the officers and shall work with the PSE field representative in developing proposals and negotiating agreements.

Section 8.3. 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 8.4. Audit Committee. An audit committee shall be the newly elected officers to audit the financial records of the chapter.

ARTICLE IX

AMENDMENTS

Section 9.1. These bylaws may be amended by a majority vote of the chapter at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members at least five (5) working days prior to the meeting at which said vote is to be taken.

Adopted by the membership on the 25th day of February, 1975.
Amended by the membership on the 10th day of December, 2004.