

CHAPTER BYLAWS

GRANGER



Public School Employees of Washington/SEIU Local 1948

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The name of this Chapter shall be Public School Employees of Granger School District and shall be an affiliate of Public School Employees of Washington (PSE)/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

It is the mission of Public School Employees of Granger School District to work closely with Public School Employees of Washington/SEIU Local 1948 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.

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.

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, religion, age, sexual orientation, marital status, or the presence of any sensory mental or physical handicap, 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 Granger 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. Local Dues.

Local membership dues shall be \$1.00 per month as a payroll deduction monthly and paid 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 Management Team.

1 **Section 2.3. Refunds.**

2 Membership dues are not refundable except where an error resulting in an overpayment exists.
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6 **ARTICLE III**
7 **GOVERNANCE AND OPERATIONS**
8

9 **Section 3.1.**

10 PSE shall be governed by a representative form of government.
11

12 **Section 3.2.**

13 Members shall suffer no impairment of freedom of speech concerning the operations of this
14 organization. Active discussions of organization affairs shall be encouraged and protected within this
15 organization.
16

17 **Section 3.3.**

18 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
19 such accounting shall include, but not be limited to, periodical reports to the membership by
20 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
21 and a financial audit at least once a year which is made available to all members.
22

23 **Section 3.4.**

24 Members shall have the right to full participation, through discussion and vote, in the decision making
25 processes of the organization and to pertinent information needed for the exercises of this right.
26

27 **Section 3.5. GOVERNING BODY.**
28

29 **Section 3.5.1. Chapter Management Team.**

30 Except when general meetings of the Chapter are in session, the business and property of this
31 Chapter shall be managed by the Chapter Management Team. The authority to govern and act
32 on behalf of the membership is vested in the elected Chapter Management Team who shall
33 decide all matters affecting the purposes, aims and means of accomplishing the purposes of this
34 Chapter, not specifically provided for in these bylaws or by action of the members at a regular
35 or special meeting.
36

37 **Section 3.5.2. PSE Field Staff.**

38 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
39 governing the business of the local Chapter shall be the sole responsibility of the elected
40 officials and membership of the Chapter.
41

42 **Section 3.6. Operating Principles.**

43 In order to provide the Chapter with the highest quality direction and management possible, the
44 following operating principles shall guide the Chapter Management Team.
45

46 **Section 3.6.1. Chapter Management Team/Membership Relationships.**

47 A positive, constructive, cooperative relationship between the Chapter Management Team and
48 the membership is essential to achieving the mission and vision of the organization. Therefore,

1 the team and membership will conduct themselves in a way that promotes mutual trust,
2 demonstrates respect for individual dignity, and displays professionalism. The team shall utilize
3 positive conflict resolution methods and maintain open, honest lines of communication that
4 respect an appropriate chain of command within the Chapter.
5

6 **Section 3.6.2. Media.**

7 The president, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries
8 to individual team members about matters of Chapter concern should be referred to the Chapter
9 president. Inquiries about a position of PSE on any matter of statewide concern or specific
10 legislation should be referred to the executive director at state headquarters.
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14 **ARTICLE IV** 15 **MEETINGS** 16

17 **Section 4.1.**

18 General membership meetings of this Chapter shall be held at least three (3) times annually at a time
19 and place to be fixed by the membership or the Chapter Management Team.
20

21 **Section 4.2.**

22 Special meetings may be called by the president, the Chapter Management Team, or by petition filed
23 with the president and signed by twenty percent (20%) of the members in good standing of this
24 Chapter.
25

26 **Section 4.3.**

27 The president shall provide at least five (5) days notification to all members of any meeting called.
28 However, said five (5) days notice may be waived by the Chapter Management Team provided that
29 every reasonable effort is employed to notify the membership of the meeting.
30

31 **Section 4.4.**

32 At any meeting of the membership of this Chapter, each member in good standing present shall be
33 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. Members in
34 attendance constitute a quorum.
35

36 **Section 4.5. Chapter Management Team Meetings.**

37 Chapter Management Team meetings shall be called at the discretion of the president. Meetings may
38 also be called upon motion of a majority of the members of the team to the President. A majority of the
39 members of the team shall constitute a quorum.
40

41 **Section 4.6.**

42 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this
43 Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
44 state bylaws, these bylaws and with any special rules of order this Chapter may adopt.
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ARTICLE V
CHAPTER MANAGEMENT TEAM

Section 5.1.

The Chapter Management Team shall be composed of the president, vice president, and a unit representative (herein known as a trustee) elected by the unit from each classification of employees:

1. Secretarial
2. Para-Educator
3. Food Service
4. Custodial/Maintenance/Grounds
5. Transportation

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.

The Chapter Management Team shall hold regular meetings, and such special meetings as the president or the team shall deem necessary for the competent management of affairs of the Chapter.

Section 5.4.

Each member of the Chapter Management Team shall possess one (1) vote in matters coming before the team. All voting at meetings of the Chapter Management Team shall be by each member present in person, and voting by proxy shall not be allowed. A majority of the members of the Chapter Management Team shall constitute a quorum.

Section 5.5. Duties.

Section 5.5.1. President.

The president shall preside at all meetings of the Chapter and of the Chapter Management Team. 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, with the advice and consent of the Chapter Management Team, 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, subject to the approval of the Chapter Management Team 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 5.5.2. Vice President.

The vice president shall provide such assistance to the president as requested and 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 5.5.3. Secretary.

The Secretary shall ensure that the minutes of general membership meeting and Chapter Management Team meetings are duly recorded. It shall be the duty of the Secretary to keep all

records of the Chapter, the Chapter Management Team all collective bargaining meetings, and to perform such other official functions as the president and Chapter Management Team may direct.

Section 5.5.4. Treasurer.

The 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, the Chapter Management Team or the Chapter membership, keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories. Such money shall be withdrawn only by checks signed by the Treasurer; however, the President will have the authority to sign checks in absence of the Treasurer. The Treasurer shall render periodical financial reports as required by the Chapter Management Team, 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.

Section 5.5.5.

A Chapter Management Team Member shall represent the classification of employees which elected them and express to the Chapter Management Team Member, the needs, desires, and concerns of the members in their classification. They will be responsible in advising an employee about their contractual rights.

**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) workdays 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 October. Terms of office shall be one (1) year, from November 1 through October 31.

Section 6.4.

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.

1 **Section 6.6.**

2 Members of the Chapter Management Team shall be elected by secret ballot vote, and the balloting
3 shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10)
4 workdays advance notice shall be given the membership prior to the holding of the election.
5

6 **Section 6.6.1.**

7 All members of the Chapter shall be eligible to vote for the positions of President, Vice
8 President, Secretary, and Treasurer. In the election of a Management Team Member, only
9 members in the classification of employees that the Chapter Management Team Member will
10 represent shall be allowed to vote.
11

12 **Section 6.7.**

13 Every member of the Chapter Management Team shall, upon assuming office, subscribe to the
14 obligations contained in these bylaws.
15

16 **Section 6.8.**

17 Any member of the Chapter Management Team may be removed from office by a two-thirds (2/3) vote
18 of the membership at any regular or special meeting of the Chapter. Written notice of the proposed
19 removal must be given to the Chapter Management Team member at least five (5) workdays prior to
20 the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for
21 the proposed removal.
22

23 **Section 6.9.**

24 Unexcused absences from three (3) consecutive meetings of the Chapter Management Team shall be
25 due cause for removal of the member by the Chapter Management Team. Removal of a team member
26 because of excessive absenteeism shall not require the 2/3 vote of the membership.
27

28 **Section 6.10.**

29 A vacancy in any position, except that of president, shall be filled by the Chapter Management Team
30 in accordance with the procedures set forth below:
31

32 **Section 6.10.1.**

33 In the event the president cannot serve the remainder of his/her current term, the vice president
34 shall serve as president for the completion of the term.
35

36 **Section 6.10.2.**

37 In the event of a vacancy in the office of vice president, secretary, membership officer, or
38 treasurer, all members shall be notified of the vacancy and nominations solicited for the
39 position. Nominations shall be accepted for a period of twenty (20) calendar days following the
40 notification to members. The president, at his/her discretion, may either call a special meeting
41 of the Chapter Management Team or act upon the vacancy at the next regularly scheduled team
42 meeting. Each candidate for the position may submit a letter, or have three (3) minutes to
43 address the team prior to the vote to describe their qualifications and reasons they are seeking
44 the position.
45

46 **Section 6.10.3.**

47 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
48 occurs; provided, however, that when vacancies occur in the office of Chapter Management

1 Team the president shall direct that a classification meeting be held and that the classification
2 elect a successor for the remainder of the vacant term. Election of the successor must be by
3 majority vote. In the event that more than two candidates run for the office, the candidate with
4 the lowest vote total will be dropped from the ballot after each round of voting until one
5 candidate receives a majority of the votes cast.
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9 **ARTICLE VII**

10 **MISCELLANEOUS PROVISIONS**

11

12 **Section 7.1.**

13 Local Chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall
14 always supersede local bylaws where conflict exists.
15

16 **Section 7.2.**

17 This Chapter shall send to the PSE state office a list of names and addresses of its Chapter
18 Management Team-and members, together with other information required by PSE and shall notify
19 PSE of all changes in Chapter Management Team members, members, and addresses.
20

21 **Section 7.3.**

22 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
23 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
24 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
25 agreement which would affect the rights of employees represented by PSE, nor any agreement
26 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
27 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
28 School Employees of Washington or his/her designee, provided decisions of the executive director
29 may be appealed to the Chapter Management Team.
30

31 **Section 7.3.1.**

32 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
33 submitted to the regional service center, who will then forward the original to state
34 headquarters after appropriate copies have been made.
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37

38 **ARTICLE VIII**

39 **COMMITTEES AND DELEGATES**

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41 **Section 8.1. Chapter Management Team.**

42 A Chapter Management Team-shall be composed of the vice president and/or president and shall be
43 responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State
44 Grievance Panel.
45
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1 **Section 8.2. Chapter Management Team.**

2 A Chapter Management Team shall consist of the president and/or the vice president and a
3 representative elected from each classification of employees represented by this bargaining unit and
4 shall work with the PSE field representative in developing proposals and negotiating agreements.
5

6 **Section 8.3. Annual Convention Delegates.**

7 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
8 the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of
9 PSE State Bylaws.
10

11 **Section 8.4. Audit Committee.**

12 An Audit Committee will consist of the Chapter Management Team to audit the financial records of
13 the Chapter.
14

15 **Section 8.5. Other or Special Committees.**

16 The Chapter Management Team shall designate such special committees as they determine necessary
17 in the carrying out of the objectives and purposes of this Chapter.
18
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21 **ARTICLE IX**
22 **AMENDMENTS**
23

24 **Section 9.1.**

25 These bylaws may be amended by a majority vote of the Chapter Management Team at any regular or
26 special meeting thereof; providing, that notice of the intent to amend any specific provision be given to
27 the members of the Chapter Management Team at least five (5) workdays prior to the meeting at which
28 said vote is to be taken.
29

30 This organization shall continue until a majority of the members vote to dissolve said organization.
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33

34 BY: _____ Signed by _____
35 Michelle Oswalt, Chapter President
36
37

38 DATE: _____ December 14, 2012
39

40 Adopted January 14, 1980
41 Amended March 1988
42 Amended September 30, 2008
43 Amended March 20, 2012
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