

CHAPTER BYLAWS

HIGHLAND



Public School Employees of Washington/SEIU Local 1948
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1 **P R E A M B L E**
2

3 **A. NAME**
4

5 This Chapter name shall be Public School Employees of Highland and shall be an affiliate of
6 Public School Employees of Washington (PSE), a not-for-profit 501 (c) 5 labor organization
7 operating under the laws of the State of Washington. This organization was chartered by
8 Public School Employees of Washington on July 1st, 1971. Employees organize primarily to
9 secure better wages and better working conditions. We are both employees and citizens.
10

11 **B. VISION - OUR STRIVE FOR ACHIEVEMENT**
12

13 We will provide services of superior quality and value that best meets the needs of our
14 Chapter members. We will achieve that purpose through an organization and strong working
15 environments, which attracts the finest people, fully develops and challenges individual
16 talents, encourages our free and spirited collaboration to move the organization, and
17 maintains PSE's historic principles of integrity and commitment to abide by and to do what
18 is best and correct. Collective bargaining is the expression of citizenship in employment.
19

20 **C. MISSION - OUR PURPOSE FOR EXISTING**
21

22 We are under solemn obligation to represent the members of this organization forcefully and
23 effectively in negotiations with management of the Highland School District and to conduct
24 internal organizational affairs according to democratic standards.
25

26 PSE employees organize primarily to secure better wages and better working conditions. In
27 the same way that we are organized to improve the terms and conditions of employment.
28 The mission of the Public School Employees of Highland is to work closely with Public
29 School Employees of Washington to support the membership through collective bargaining
30 and the protection of those rights, encourage membership growth while promoting
31 educational enrichment opportunities and provide quality leadership while working closely
32 with the state legislature in an effort to enact laws with all due fairness and represent the
33 best interest of all classified school employees in the State of Washington.
34

35 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND**
36 **CONDUCT**
37

38 Recognizing the needs of members and PSE staff, we are committed to:
39

- 40 • Providing high-quality service
- 41
- 42 • Striving for excellence and demonstrating pride in our work
- 43
- 44 • Having open, honest communication
- 45
- 46 • Embodying honesty and integrity in our conduct and relationships with others.
47
48

- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concerns for the rights and welfare of 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, 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 Highland 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.

1 **Section 2.1.1 Local Dues.**

2 Local membership dues of this organization shall be \$10.00 per year, paid by the end of
3 October, in the form of automatic payroll deduction. Local dues shall be paid annual to the
4 Chapter Secretary/Treasurer by the school district. Any PSE member, who is on an authorized
5 leave of absence pursuant to the Collective Bargaining Agreement, may have local dues
6 collection suspended upon approval by the Chapter Board of Trustees.

7
8 **Section 2.1.2. Chapter Rebates.**

9 Rebates from the state organization shall be received by the Chapter in accordance with the
10 provisions of the state bylaws.

11
12 **Section 2.1.3. Refunds.**

13 Membership dues are not refundable except where an error resulting in an overpayment exists.
14

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17 **ARTICLE III**

18 **RIGHTS**

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21 **Section 3.1.**

22 Members shall suffer no impairment of freedom of speech concerning the operations of this PSE
23 organization. Active discussions of organization affairs shall be encouraged and protected within the
24 PSE organization.

25
26 **Section 3.2.**

27 Members shall have the right to fair and democratic elections at all levels of the PSE organization.
28 This includes due notice of nominations and elections, equal opportunities for competing candidates,
29 and proper election procedures which shall be specifically set forth.

30
31 **Section 3.3.**

32 Members shall have an equal right to run and hold office, except those individuals set forth in RCW
33 41.56.030 Par. 2, a, b, and c; and those employees classified either by State statute or appropriate State
34 regulatory agencies as being a “supervisory employee”.

35
36 **Section 3.4.**

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

41
42 **Section 3.5.**

43 Members in attendance shall have the right to full participation through discussion and vote, in the
44 decision making process of the organization and to pertinent information needed for the exercises of
45 this right.



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ARTICLE IV

GOVERNANCE AND OPERATIONS

Section 4.1.

PSE shall be governed by a representative form of government.

Section 4.1.1.

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

Section 4.1.2.

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 4.1.3.

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 4.1.4.

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 shall be specifically set forth.

Section 4.1.5.

Members shall have an equal right to run, and hold office, except those individuals 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 4.1.6.

Members shall have the right to a full and clear accounting of all organizational funds. All levels such accounting shall include, but not 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 shall be made available to all members upon request.

Section 4.2. Governing Body.

Section 4.2.1. PSE Field Staff.

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

Section 4.2.2. Board of Trustees.

Except when general meetings of the Chapter are in session, the business and property of this Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership is vested in the elected Board of Trustees who shall decide all matters

1 affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not
2 specifically provided for in these bylaws or by action of the members at a regular or special
3 meeting.
4

5 **Section 4.2.3. Board/Membership Relationships.**

6 A positive, constructive, cooperative relationship between the Board of Trustees and the
7 membership is essential to achieving the mission and vision of the organization. The board and
8 membership must conduct themselves in a manner that promotes mutual trust, demonstrating
9 respect for individual dignity, and displays professionalism. The board shall use positive
10 conflict resolution methods and maintain open, honest lines of communication that respect an
11 appropriate chain of command within the Chapter.
12

13 **Section 4.2.4. Media.**

14 The president, or his/her designee, is the primary spokesperson for the Chapter. Media
15 inquiries to individual board members about matters of Chapter concern should be referred to
16 the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
17 specific legislation should be referred to the executive director at state headquarters.
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21 **ARTICLE V**

22 **MANAGEMENT**

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25 **Section 5.1.**

26 The Executive Board shall be composed of the President, Vice President, and/or Co-Presidents,
27 Secretary/Treasurer.
28

29 **Section 5.1.1.**

30 The term of office of this organization shall be for a period of two (2) year terms from the date
31 of election.
32

33 **Section 5.1.2.**

34 The Executive Board shall hold special meetings as the board shall deem necessary for the
35 competent management of affairs of the chapter.
36

37 **Section 5.1.3.**

38 Any vacancies occurring on the Executive Board by reason of death, resignation or removal
39 shall be filled by a vote of the membership.
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43 **ARTICLE VI**

44 **OFFICERS, NOMINATIONS AND ELECTIONS**
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1 **Section 6.1.**

2 The officers of this organization shall be a President, a Vice President, and/or Co-Presidents, and a
3 Secretary/Treasurer. All officers shall be elected for two (2) year terms.

4 **Section 6.1.1.**

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

8
9 **Section 6.1.2.**

10 To be eligible for office, a member must be in good standing for one year immediately
11 preceding the election, and must qualify under the provisions of Article V, Section 3-C.

12
13 **Section 6.1.3.**

14 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to
15 afford all members a reasonable opportunity to vote. At least five (5) days advance notice shall
16 be given the membership prior to the holding of the election.

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18 **Section 6.1.4.**

19 Every officer shall, upon assuming office, subscribe to the obligations of an officer, contained
20 in these bylaws.

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24 **ARTICLE VII**

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26 **DUTIES OF OFFICERS**

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28 **Section 7.1. President.**

29 The President, Vice-President and/or Co-Presidents shall preside at all meetings of the organization
30 and of the Executive Board. The President, Vice-President and/or Co-Presidents shall supervise all
31 activities of the organization; execute all instruments in its behalf; appoint all special committees of the
32 organization; report periodically to the membership regarding the progress and standing of the
33 organization in regard to the President’s, Vice-President and/or Co-Presidents official acts; work with
34 PSE field staff, and shall achieve the mission, vision goals, and objectives of the Chapter; perform all
35 other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

36
37 **Section 7.1.1. Vice-President and/or Co-President.**

38 The Vice President and/or Co-President shall act for the President in the President’s absence
39 and provide such assistance to the President as requested; serve as chairperson of the Grievance
40 Committee; and in case of a permanent disability or resignation of the President, shall succeed
41 to that office for the unexpired portion of the current term of office. Perform such other official
42 functions as the President and Board of Trustees may direct.

43
44 **Section 7.1.2. Secretary/Treasurer.**

45 It shall be the duty of the Secretary/Treasurer to keep all records of the Chapter, shall receive
46 and be accountable for all funds and monies belonging to the Chapter; maintain bank accounts
47 and depositories; such funds shall be withdrawn only by checks signed by the President, and/or
48 Co-President or the Secretary /Treasurer; pay all obligations and keep an accurate record of



1 receipts and disbursements; and shall ensure that the minutes of general membership meetings
2 and Board of Trustees meetings are duly recorded; and made available to PSE members upon
3 individual request. Perform such other official functions as rendering periodical financial
4 reports as required by the membership or Public School Employees of Washington to ensure
5 that the Chapter is in compliance with all laws and regulations required by the Internal Revenue
6 Service and the Department of Labor. The fiscal year for all financial reports shall be from
7 September 1 to August 31 and perform such other duties as the President and Vice President
8 and/or Co-Presidents may direct.
9

10 **Section 7.1.3 Trustee.**

11 A building representative shall represent the classification of employees which elected them
12 and express to the Board of Trustees the needs, desires, and the concerns of the members in
13 their classification. They will be responsible, along with the Grievance Committee, in advising
14 an employee about their contractual rights.
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18 **ARTICLE VIII**

19 **MISCELLANEOUS PROVISIONS**
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22 **Section 8.1.**

23 This organization shall be at all times subject to the provisions of the articles of incorporation and
24 bylaws of the Public School Employees of Washington.
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26 **Section 8.1.1.**

27 Except to the extent specified in the bylaws, no officer of this organization shall have the power
28 to act as agent for, or otherwise bind this organization in any way whatsoever. No member or
29 group of members or any other person or persons shall have the power to act on behalf of or
30 otherwise bind the organization except to the extent specifically authorized in writing by the
31 President or Executive Board of the organization.
32

33 **Section 8.1.2.** The latest edition of Robert's Rules of Order shall be the guide in all cases in
34 which they are applicable, and in which they are not inconsistent with the Bylaws and special
35 rules of this organization or of the Public School Employees of Washington.
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39 **ARTICLE IX**

40 **COMMITTEES AND DELEGATES**
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43 **Section 9.1. Grievance Committee.**

44 A grievance committee shall be composed of the President or Vice President, and/or Co-Presidents and
45 at least one representative from each classification of employees in the Chapter; and shall be
46 responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State
47 Grievance panel.
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1 **Section 9.1.1. Negotiating Committee.**

2 A Negotiating Committee shall consist of a representative elected from each classification of
3 employees represented by this bargaining unit and shall work with PSE field representative in
4 developing proposals and negotiating agreements.
5

6 **Section 9.1.2. Other Or Special Committees.**

7 The President/Vice President, and/or Co-Presidents shall designate such committees as she/he
8 deems necessary in the carrying out of the objectives and purposes of this organization.
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10 **Section 9.1.3. Convention Delegates.**

11 Delegates shall be selected by secret ballot.
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15 **ARTICLE X**

16 **AMENDMENTS**

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19 **Section 10.1.**

20 These bylaws may be amended by a majority vote of the membership at any regular or special meeting
21 thereof; providing, that a notice of the intent to amend any specific provision be given to the members
22 at least five (5) days prior to the meeting at which said vote is to be taken.
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28 BY: Elizabeth Kramer, July 21, 2015
29 Secretary/Treasurer
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34 Adopted by the membership this 2nd day of February, 2015.
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