

CHAPTER BYLAWS

INCHELIUM

MAINTENANCE & OPERATIONS



Public School Employees Of Washington / SEIU Local 1948
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P R E A M B L E

NAME

The name of this Chapter shall be Public School Employees of Inchelium Maintenance and Operations 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.

MISSION

It is the mission of Public School Employees of Inchelium Maintenance & Operations 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.

VISION

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.

VALUES

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 the
- 8 easy, popular, or politically expedient thing.
- 9
- 10 • Demonstrating a high level of social responsibility.
- 11
- 12
- 13

14 **ARTICLE I**

15

16 **MEMBERSHIP**

17

18 **Section 1.1.**

19 Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national

20 origin, sex, or political belief, shall be eligible for membership.

21

22 **Section 1.1.1. Active Member.**

23 Any classified school employee in the Custodian, Maintenance, Grounds or Transportation

24 classification, who is regularly employed by or for the Inchelium School District, and who is a

25 member of Public School Employees of Washington, is eligible for membership in this

26 Chapter. A classified employee is one whose position does not require a teaching certificate.

27

28 **Section 1.1.2. Member In Good Standing.**

29 To be eligible to vote and to hold office, a member must be in good standing. To be in good

30 standing, the member shall be employed and current in payment of dues as are required by

31 these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective

32 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is

33 terminated from employment shall not be eligible to vote or hold office.

34

35

36

37 **ARTICLE II**

38

39 **DUES**

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41 **Section 2.1. State Dues.**

42 State dues shall be paid monthly to the state office of PSE via payroll deduction as outlined in the state

43 bylaws.

44

45 **Section 2.1.1. Chapter Rebates.**

46 Dues rebates from the state organization shall be received by the Chapter in accordance with

47 the provisions of the state bylaws.



1 **Section 2.2. Local Dues.**

2 Local membership dues shall be twelve dollars (\$12.00) per year. Local dues shall be paid in October
3 of each year to the Chapter Treasurer by the school district. Any member, who is on an authorized
4 leave of absence pursuant to the Collective Bargaining Agreement, may have local dues collection
5 suspended upon approval by the Chapter Board of Trustees.
6

7 **Section 2.3. Refunds.**

8 Membership dues are not refundable except where an error resulting in an overpayment exists.
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10
11

12 **ARTICLE III**

13 **GOVERNANCE AND OPERATIONS**

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15
16 **Section 3.1.**

17 PSE shall be governed by a representative form of government.
18

19 **Section 3.2.**

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

24 **Section 3.3.**

25 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
26 such accounting shall include, but not be limited to, periodical reports to the membership by
27 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
28 and a financial audit at least once a year which is made available to all members.
29

30 **Section 3.4.**

31 Members shall have the right to full participation, through discussion and vote, in the decision making
32 processes of the organization and to pertinent information needed for the exercises of this right.
33

34 **Section 3.5. GOVERNING BODY.**

35
36 **Section 3.5.1. Board of Trustees.**

37 Except when general meetings of the Chapter are in session, the business and property of this
38 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
39 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
40 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
41 provided for in these bylaws or by action of the members at a regular or special meeting.
42

43 **Section 3.5.2. PSE Field Staff.**

44 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
45 governing the business of the local Chapter shall be the sole responsibility of the elected
46 officials and membership of the Chapter.
47

1 **Section 3.6. OPERATING PRINCIPLES.**

2 In order to provide the Chapter with the highest quality direction and management possible, the
3 following operating principles shall guide the Board of
4 Trustees.

5
6 **Section 3.6.1. Board/Membership Relationships.**

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

13
14 **Section 3.6.2. Media.**

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

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22 **ARTICLE IV**

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24 **MEETINGS**

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26 **Section 4.1.**

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

29
30 **Section 4.2.**

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

33
34 **Section 4.3.**

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

38
39 **Section 4.4.**

40 At any meeting of the membership of this Chapter, each member in good standing present shall be
41 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum
42 of three (3) members must be present to constitute a quorum before any Chapter business may be
43 transacted.

44
45 **Section 4.5. Board of Trustees Meetings.**

46 Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also
47 be called upon motion of a majority of the members of the Board of Trustees to the President. A

1 majority of the members of the Board of Trustees shall constitute a quorum.

2
3 **Section 4.6.**

4 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this
5 Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
6 state bylaws, these bylaws and with any special rules of order this Chapter may adopt.

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10 **ARTICLE V**

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12 **BOARD OF TRUSTEES**

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14 **Section 5.1.**

15 The Board of Trustees shall be composed of the President, Past President, Vice President,
16 Secretary/Treasurer elected by the membership.

17
18 **Section 5.2.**

19 The term of office shall be for a period of two (2) years, or until their successors are elected. The
20 President and Secretary/Treasurer shall be elected in odd years and the Vice-President shall be elected
21 in even years.

22
23 **Section 5.3.**

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

26
27 **Section 5.4.**

28 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
29 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
30 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
31 quorum.

32
33 **Section 5.5. Duties.**

34
35 **Section 5.5.1. President.**

36 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
37 President shall be made aware of, and supervise all activities of the Chapter; execute all
38 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
39 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The
40 President shall appoint all special committees not otherwise provided for in the bylaws of the
41 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of
42 all committees. The President shall report periodically to the membership regarding the
43 progress and standing of the Chapter in regard to the President’s official acts; and perform all
44 other duties of the office.

45
46 **Section 5.5.2. Vice President.**

47 The Vice President shall provide such assistance to the President as requested; serve as

1 chairperson of the Grievance Committee; shall, in the absence of the President, perform duties
2 of that office; and in the case of permanent disability or resignation of the President, shall
3 succeed to that office for the unexpired portion of the current term of office.
4

5 **Section 5.5.3. Secretary/Treasurer.**

6 The Secretary/Treasurer shall ensure that the minutes of general membership meetings and
7 Board of Trustee meetings are duly recorded. The Secretary/Treasurer shall serve as the
8 membership officer maintaining a current and accurate list of members of the Chapter. It shall
9 be the duty of the Secretary/Treasurer to keep all records of the Chapter, the Board of Trustees,
10 and to perform such other official functions as the President and Board of Trustees may direct
11

12 The Secretary/Treasurer shall receive and be accountable for all funds and monies belonging to
13 the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;
14 keep an accurate record of receipts and disbursements; and maintain bank accounts and
15 depositories designated by the Board of Trustees. Such money shall be withdrawn only by
16 checks signed by the President and/or Vice President and the Treasurer. The Treasurer shall
17 render periodical financial reports as required by the Board of Trustees, the membership, or
18 Public School Employees of Washington to ensure that the Chapter is in compliance with all
19 laws and regulations required by the Internal Revenue Service and the Department of Labor.
20 The fiscal year for all financial reports shall be from September 1 to August 31 of the following
21 year, inclusive. The Treasurer shall act as custodian of all properties of the Chapter.
22
23
24

25 **ARTICLE VI**

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

27 **Section 6.1.**

28 Members shall have the right to fair and democratic elections at all levels of the Chapter. This
29 includes ten (10) working days notice of nominations and elections, and equal opportunities for
30 competing candidates to state their qualifications and reasons for seeking office to the Chapter
31 membership. Elections shall be conducted by secret written ballot and certified by the Chapter
32 Secretary.
33
34

35 **Section 6.2.**

36 Members shall have an equal right to run and hold office, except those persons set forth in
37 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate
38 state regulatory agencies as being a “supervisory employee.”
39
40

41 **Section 6.3.**

42 Elections shall be held during the month of May. Terms of office shall be from September 1 through
43 August 31.

44 **Section 6.4.**

45 Nominations may be made by the nominating committee, but whether or not such nominating
46 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
47

1 **Section 6.5.**

2 To be eligible, a member must be in good standing for one (1) year immediately preceding the
3 election.

4
5 **Section 6.6.**

6 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
7 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
8 advance notice shall be given the membership prior to the holding of the election.

9
10 **Section 6.6.1.**

11 All members of the Chapter shall be eligible to vote for the positions of President, Vice
12 President, Secretary, and Treasurer.

13
14 **Section 6.7.**

15 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
16 contained in these bylaws.

17
18 **Section 6.8.**

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

24
25 **Section 6.9.**

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

29
30 **Section 6.10.**

31 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
32 accordance with the procedures set forth below:

33
34 **Section 6.10.1.**

35 In the event the President cannot serve the remainder of his/her current term, the Vice President
36 shall serve as President for the completion of the term.

37
38 **Section 6.10.2.**

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

46
47 Election of the successor must be by majority vote. In the event that more than two candidates

1 run for the office, the candidate with the lowest vote total will be dropped from the ballot after
2 each round of voting until one candidate receives a majority of the votes cast.
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4
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6 A R T I C L E V I I

7 M I S C E L L A N E O U S P R O V I S I O N S

8 Section 7.1.

9 Local Chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall
10 always supersede local bylaws where conflict exists.
11
12

13 Section 7.2.

14 This Chapter shall send to the PSE state office a list of names and addresses of its Board of Trustees
15 and members, together with other information required by PSE and shall notify PSE of all changes in
16 board members, members, and addresses.
17
18

19 Section 7.3.

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

29 Section 7.3.1.

30 Original signed copies of all documents pertaining to issues outlined in Section 9.3 shall be
31 submitted to the regional service center, who will then forward the original to state
32 headquarters after appropriate copies have been made.
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36 A R T I C L E V I I I

37 C O M M I T T E E S A N D D E L E G A T E S

38 Section 8.1. Grievance Committee.

39 A Grievance Committee shall be composed of the Vice President and two (2) other members as
40 appointed by the President.
41
42

43 Section 8.2. Negotiating Committee.

44 A Negotiating Committee shall consist of the Board of Trustees.
45
46
47

1 **Section 8.3. 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
4 PSE State Bylaws.

5
6 **Section 8.4. Audit Committee.**

7 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
8 Chapter. An audit will be conducted once a year in the month of September.

9
10 **Section 8.5. 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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14
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16 **ARTICLE IX**
17
18 **AMENDMENTS**
19

20 **Section 9.1.**

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

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30 BY: Signed by –(Deann Simmons-Chapter President)
31 Bill Floyd, Chapter President

32
33 DATE: August 19, 2015
34

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40 Adopted by the membership on June 8, 2002.
41 Amended by the membership on October 13, 2009.
42 Amended by the membership on May 6, 2015
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