

# CHAPTER BYLAWS

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## **Kelso Transportation**

Public School Employees of Washington  
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## PREAMBLE

### A. NAME

The name of this chapter shall be Public School Employees of Kelso Transportation 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 Chapter was chartered by Public School Employees of Washington on September 12, 1983.

### B. MISSION--OUR PURPOSE FOR EXISTING.

It is the mission of Public School Employees of Kelso Transportation 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.

### C. 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.

### D. 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.

- 1 • Treating others fairly, equally and respecting their individual dignity.
- 2
- 3 • Recognizing individual worth.
- 4
- 5 • Supporting creativity, innovation, and constructive changes in the organization.
- 6
- 7 • Demonstrating accountability for our performance, actions, and behavior.
- 8
- 9 • Doing the professional, technical, organizational, and ethically "right" thing as opposed to
- 10 the easy, popular, or politically expedient thing.
- 11
- 12 • Demonstrating a high level of social responsibility.
- 13
- 14
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## 16 **ARTICLE I**

17 This organization shall continue until a majority of all of the members vote to dissolve the  
18 organization.  
19

## 20 **ARTICLE II**

### 21 **MEMBERSHIP**

22  
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25 **Section 1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard  
26 to race, creed, color, national origin, gender or political belief, who meets the requirements  
27 hereinafter listed shall be eligible for membership.  
28

- 29
- 30 A. All persons regularly employed as a transportation employee (as defined by the Public  
31 School Employees of Washington) by or in Kelso School District, and who are members  
32 of the Public School Employees of Washington, are eligible for membership in the  
33 organization.  
34

### 35 **Section 2. Dues.**

- 36
- 37 A. Application for membership shall be made on a registration card provided by the Board  
38 of Trustees. Each completed registration card is a valid authorization for payroll  
39 deduction of dues.  
40
  - 41 B. State membership dues shall be one and five-tenths percent (1.5%) of each member's  
42 gross monthly earnings, as outlined in the PSE State Bylaws.  
43  
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46

- 1 C. Local membership dues of this organization shall be two dollars and fifty cents  
2 (\$2.50) per month. One dollar and fifty cents of the two dollars and fifty cents will be  
3 directed to a fund for leadership education and state convention expenses. The other  
4 dollar will be directed to the general dollar fund. If a member does not receive a pay  
5 warrant for any pay period, the two dollars and fifty cent (\$2.50) dues shall be waived.  
6
- 7 D. Membership dues shall be payable monthly, in advance, to the Treasurer, and in any  
8 event shall be paid no later than the last working day of the month in which they  
9 become due. Any member who fails to pay the dues by the last working day of the  
10 month in which they become due shall be considered delinquent and upon failure to pay  
11 dues for two successive months, shall stand suspended. Provided, however, that persons  
12 who are paying dues through a system of regular payroll deduction shall, for as long as  
13 they continue to pay through such payroll deduction, be considered to be in good  
14 standing.  
15
- 16 E. When a member is unemployed for more than twenty (20) days in any calendar month  
17 and does not receive unemployment compensation or sick pay or other remuneration,  
18 they may be entitled to credit for dues for the period of unemployment, not to exceed  
19 six (6) months in any calendar year.  
20
- 21 F. Membership dues are not refundable except where an error resulting in an overpayment  
22 exists.  
23
- 24 G. Chapter Rebates: Each chapter shall receive chapter rebates from the state organization  
25 in an amount equal to five percent (5%) of the total monthly dues and fees paid by both  
26 members and agency fee payers to the state PSE. The chapter rebates are intended to  
27 offset the cost of sending chapter delegates to the annual convention. Chapter rebates  
28 should be used to send as many delegates to the annual convention as are eligible, so  
29 long as the rebate is sufficient to do so. Any chapter not represented by delegates at the  
30 annual convention shall not receive chapter rebates the following year, except new  
31 chapters chartered within six (6) months preceding the annual convention shall not be  
32 subject to this limitation. Chapters shall receive chapter rebates every two (2) months;  
33 provided, however, this requirement shall not apply during the months of July, August,  
34 and September.  
35

36 **Section 3. Rights.**  
37

- 38 A. Members shall suffer no impairment of freedom of speech concerning the operations of  
39 this organization. Active discussions of organization affairs shall be encouraged and  
40 protected within this organization.  
41
- 42 B. Members shall have the right to fair and democratic elections at all levels of the  
43 organization. This includes due notice of nominations and elections, equal  
44 opportunities for competing candidates, and proper election procedures which shall be  
45 specifically set forth.  
46

- 1 C. Members shall have an equal right to run and hold office, except those persons set forth  
2 in RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by State  
3 statute or appropriate State regulatory agencies as being a "supervisory employee".  
4
- 5 D. Members shall have the right to a full and clear accounting of all organizational funds.  
6 At all levels such accounting shall include, but not be limited to, periodical reports to  
7 the membership by appropriate fiscal officers or by independent auditors not otherwise  
8 connected with the organization, and a financial audit at least once a year which is made  
9 available to all members.  
10
- 11 E. Members shall have the right to attend chapter meetings with full participation, through  
12 discussion and vote, in the decision making processes of the organization and to  
13 pertinent information needed for the exercises of this right.  
14
- 15 F. Members shall also have the right to full participation and vote on the ratification of any  
16 contract and/or contract changes (i.e. Letters of Agreement).  
17  
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## 20 ARTICLE III

### 21 MEETINGS

22 **Section 1.** General membership meetings of this organization shall be held a minimum of four (4)  
23 times annually at a time and place to be fixed by the membership or the Board of Trustees.  
24

25 **Section 2.** Special meetings may be called by the President, the Board of Trustees, or by petition  
26 filed with the President and signed by twenty percent (20%) of the members of this organization.  
27

28 **Section 3.** The President shall provide at least five (5) days notification to all members of any  
29 meeting called. However, said five (5) days notice may be waived by the Board of Trustees  
30 provided that every reasonable effort is employed to notify the membership of the meeting.  
31

32 **Section 4.** At any meeting of the membership of this organization, each member present shall be  
33 entitled to one (1) vote. Major issues may be voted on by absentee ballot as determined by the  
34 Board of Trustees. A minimum of three (3) members of the Board of Trustees and six (6)  
35 members at large must be present to constitute a quorum before any organization business may be  
36 transacted.  
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1 **Section 5. Agenda.**  
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- 3 I. Call Meeting to Order  
4 II. Reading of Minutes  
5 (Minutes to include reading of Board of Trustees meeting minutes.)  
6 Minutes shall be posted no later than ten (10) working days after the meeting.  
7 III. Treasurer's Report  
8 IV. Reading of Communications  
9 (To include all communications regarding PSE/District business concerning  
10 Transportation.)  
11 V. Committee Reports  
12 VI. Report of Officers  
13 (To include all officer reports of meetings attended concerning our Union body.)  
14 VII. Unfinished Business  
15 VIII. New Business  
16 IX. Announcements/Reminders  
17 X. Other Business/Discussion/Programs  
18 (Agenda shall be flexible to accommodate speakers, programs, etc.)  
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22 **ARTICLE IV**  
23

24 **MANAGEMENT**  
25

26 **Section 1.** The business and property of this organization shall be managed by the Board of  
27 Trustees, except when the meetings of the organization are in session. All matters affecting the  
28 purposes, aims and means of accomplishing the purposes of this organization, not specifically  
29 provided for in these Bylaws or by action of the members at a regular or special meeting shall be  
30 decided by the Board of Trustees.  
31

32 **Section 2.** The Board of Trustees shall be composed of the President, Vice President, Secretary,  
33 Treasurer, Sergeant of Arms, Shop Steward, and two members at large elected by the chapter from  
34 the group at large, not currently holding an elected position.  
35

36 **Section 3.** The term of office of the trustees of this organization shall be for a period of two (2)  
37 years beginning September 1, following the May elections.  
38

39 **Section 4.** The Board of Trustees shall hold meetings as the Board shall deem necessary for the  
40 competent management of affairs of the organization.  
41

42 **Section 5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming  
43 before the Board. All voting at meetings of the Board of Trustees shall be by each member present  
44 in person, and voting by proxy shall not be allowed. A majority of the members of the Board of  
45 Trustees shall constitute a quorum.  
46  
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1 **Section 6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the  
2 membership at any regular or special meeting of the membership of the organization. Notice of  
3 the proposed removal of the trustee must be given to the trustee five (5) days prior to the date of  
4 the meeting at which the removal is to be voted upon. Such notice to the trustee must state the  
5 cause for the proposed removal.  
6

7 **Section 7.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall  
8 be due cause for removal of the trustee by the Board of Trustees. Removal of a Board member  
9 because of excessive absenteeism shall not require the 2/3 vote of membership.  
10

11 **Section 8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or  
12 removal shall be filled by the remaining Trustees. In the event that such Trustee is an officer, the  
13 remaining Trustees shall appoint the open position from the membership at large on a temporary  
14 basis, only until an election can be held for the remaining term; time period shall not exceed  
15 twenty (20) calendar days.  
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## 19 **ARTICLE V**

### 20 **OFFICERS, NOMINATIONS AND ELECTIONS**

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23 **Section 1.** The officers of this organization shall be a President, a Vice President, a Secretary, a  
24 Treasurer, a Sergeant of Arms, and a Shop Steward. The officers shall serve for two (2) years on  
25 an alternate basis. The President, Secretary, and Sergeant of Arms will be elected on even years  
26 while the Vice President, Shop Steward, and Treasurer term will expire on the odd years. All  
27 officers' terms will be from September 1 through August 31.  
28

29 **Section 2.** Legislative representative is an elected position. The term of office is for one (1) year.  
30

31 **Section 3.** Nominations shall be permitted from the floor at the meeting held to elect officers.  
32

33 **Section 4.** To be eligible for office, a member must be in good standing for one (1) year  
34 immediately preceding the election, except in the initial election held in this organization, and  
35 must qualify under the provisions of Article V, Section 3-C.  
36

37 **Section 5.** Officers and other elected positions shall be elected by ballot vote, and the balloting  
38 shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10)  
39 days advance notice shall be given the membership prior to the holding of the election. Elections  
40 of all officers and other elected positions shall be conducted on the second Monday in May each  
41 year.  
42

43 **Section 6.** Convention delegates shall be elected at the May chapter meeting each year. Each member  
44 must have thirty (30) days notice prior to the holding of the secret ballot election.  
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46 **Section 7.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an  
47 officer and trustee, contained in these Bylaws.



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## ARTICLE VI

### **DUTIES OF OFFICERS**

**Section 1. President.** The President shall preside at all meetings of the organization and of the Board of Trustees. The President shall supervise all activities of the organization; execute all instruments in its behalf; counter-sign all checks drawn against the fund of the organization; appoint all special committees of the organization subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the organization in regard to the President's official acts; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

**Section 2. Vice President.** The Vice President shall act for the President in the President's absence and perform such other acts as the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in addition to either the President or Secretary.

**Section 3. Secretary.** It shall be the duty of the Secretary to keep all records of the organization, Board of Trustees, and to perform such other acts as the President and the Board of Trustees may direct; and shall act as custodian of all properties of the Secretary's position.

**Section 4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice President and the Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the Treasurer position.

**Section 5. Shop Steward.** It shall be the duty of the Shop Steward to consult and represent members on issues concerning the contract and grievance procedures.

**Section 6. Sergeant of Arms.** The Sergeant of Arms shall be responsible to have the meeting hall set up for all meetings of the general membership, to secure the hall after meetings, to maintain good order and discipline during meetings, to announce the quorum to the chair at the opening of the meeting and whenever a quorum shall be required to vote, ensure that only members in good standing are allowed to vote and inform the chair whenever a challenge is required, and performs such other duties as the President and Board of Trustees may direct.

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## ARTICLE VII

### MISCELLANEOUS PROVISIONS

**Section 1.** This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington.

**Section 2.** The Board of Trustees shall receive contents of all meetings between elected chapter officers and Kelso School District management/administrators within five (5) working days of said meeting(s), and shall make directives to chapter officers before any verbal and/or written agreements are attained regarding any and all contractual matters and/or personnel. Any contractual proposals from management/administrators to any chapter officer or member must be in writing.

**Section 3.** Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or group of members or any other person or persons shall have the power to act on behalf of or otherwise bind the organization except to the extent specifically authorized in writing by the President or Board of Trustees of the organization.

**Section 4.** The latest edition of Robert's Rules Of Order shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or of the Public School Employees of Washington.

**Section 5.** There will be a maximum of fifteen dollars (\$15.00) per meal reimbursement when traveling on union business if meal expenses are not included.

**Section 6.** Members shall be reimbursed at the IRS standard mileage rates when using their personal vehicles for union business.

**Section 7.** When Convention is held over two hundred (200) miles away from Kelso, each delegate shall be reimbursed for hotel and meal fee for the night before the first meeting.

## ARTICLE VIII

### COMMITTEES AND DELEGATES

**Section 1. Grievance Committee.** A Grievance Committee shall be composed of the President or Vice President and four (4) members at large, elected by the membership. Term of office shall be two (2) years.

1 **Section 2. Negotiating Committee.** The Negotiating Committee shall be the President or Vice  
2 President, Shop Steward, and two (2) members at large, to be elected by the membership.  
3 Negotiating Committee shall prepare a tentative agreement to be presented to the membership  
4 before ratifying the contract.  
5

6 **Section 3. Conference Committee.** The Conference Committee shall be comprised of the  
7 president, vice president, shop steward, and secretary. If any person holds more than one office, a  
8 member from the Board of Trustees not currently on the committee, will be appointed. The  
9 committee will meet with the District as often as necessary to carry out the objectives and purposes  
10 of this organization.  
11

12 **Section 4. Bylaws Committee.** The Bylaws Committee shall be comprised of volunteer  
13 members. The committee shall meet a minimum of once yearly.  
14

15 **Section 5. Social Committee.** The Social Committee shall be comprised of volunteer members.  
16 The committee shall meet a minimum of twice yearly and will purchase all committee supplies,  
17 which will be reimbursed from Social Committee funds, with the exception of flowers, cake, and  
18 cards that will be deducted from the dollar fund. The spending allowance for flowers will be  
19 reviewed by the Board of Trustees annually and an allowance increase will be made if necessary.  
20

21 Social Committee supplies will be purchased on a separate sales receipt and submitted for  
22 reimbursement within 14 calendar days of purchase, with the exception of summer business.  
23 Purchases made in the summer must be submitted before the close of the fiscal year, August 31<sup>st</sup>.  
24

25 **Section 5.1.**

26 Any monies brought in by Social Committee via fund raisers, shall be counted by two (2)  
27 members, and submitted for deposit with Treasurer within two (2) days of event closure.  
28

29 **Section 6. Convention Delegates.** Delegates shall be elected by democratic vote of the  
30 membership. The number of delegates shall be determined by the PSE State Bylaws; two (2)  
31 delegates plus one (1) for each fifty (50) members.  
32

33 **Section 7. Other Or Special Committees.** The President shall designate such special  
34 committees as he/she determine necessary in the carrying out of the objectives and purposes of this  
35 organization.  
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1 **Section 8. Money Expenditures.** All committees with money expenditures that are designated by  
2 a majority vote of the quorum present at chapter meetings or by a majority vote of the Board of  
3 Trustees will receive reimbursements from the treasurer who is accountable for all funds and  
4 monies of the organization.  
5

6 Chapter funds shall be managed by the following criteria:  
7

8 \*Dollar Fund is made from Kelso School District Dues - \$1.00 into the Dollar Fund  
9 (determined by how many employees are paying in that month) with the remainder of the money going  
10 into the Educational Fund. The Dollar Fund is used for flowers, cards, retirements, scholarships, and  
11 can be used by special vote to transfer to other funds.

12 \*Educational Fund pays for Legislative Conference and Stuff the Bus.

13 \*PSE Rebate is money received from PSE Rebates and pays for all expenses related to  
14 Convention.

15 \*Social Committee receives deposits from pop machine (Corwin) and silent auctions. This  
16 fund pays for kitchen supplies and special food functions, including end of the year BBQ, as voted by  
17 members.

18 \*Savings account holds the minimum amount of money to maintain the checking account,  
19 collecting dividends.  
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## 23 **ARTICLE IX**

### 24 **AMENDMENTS**

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27 **Section 1.** These Bylaws may be amended by a majority vote of the membership present at any  
28 regular or special meeting thereof; providing, that a notice of the intent to amend any specific  
29 provision be given to the members of the organization at least five (5) days prior to the meeting at  
30 which said vote is to be taken.  
31  
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34 Adopted September 19, 1983.  
35 Amended November 21, 1989.  
36 Amended May 24, 1990.  
37 Amended October 25, 1994.  
38 Amended March 18, 1998.  
39 Amended April 14, 2003.  
40 Amended March 12, 2012.

41 \_\_\_\_\_  
42 Signed by  
43 Chapter President  
44  
45