C H A P T E R B Y L A W S

K E N T S C H O O L F O O D S E R V I C E

A S S O C I A T I O N (KSFSA)

Amended June 11, 2008

Public School Employees of Washington
P.O. Box 798
Auburn, Washington 98071-0798
1.866.820.5652

ARTICLE I

NAME, MEMBERSHIP AND AFFILIATION

The name of this Association shall be the Kent School Food Service Association (KSFSA). This Association shall be open for membership to any Food Service employee of Kent School District with the exception of supervisory personnel. As of January 21, 1992, this Association is a chartered affiliate chapter of the Public School Employees of Washington (PSE), and, shall be subject to all relevant provisions of the Bylaws of PSE.

ARTICLE II

PURPOSE

The purposes of this Association are to promote mutual interests between employee and employer; to act as the bargaining representative for the membership; to work with management for the improvement of our members' wages, hours, working conditions and safety conditions.

ARTICLE III

OFFICERS

A. The elected officers of this Association shall be: President(s), Vice-President, Secretary, Treasurer.

B. The Duties of the officers shall be:

1. The President(s) shall preside at all chapter and board meetings; appoint temporary committees, where possible making such appointments from those members who are not members of a standing committee; serve as an ex-officio member of all committees, except the nominating committee. The President(s) shall appoint the Safety Officer, Legislative Liaison, and Sunshine person.

2. The Vice-President shall act and preside in the absence of the President(s). The Vice President shall act as chair of the Grievance Committee

3. The Secretary shall record all proceedings of the Association and Board meetings; maintain records of attendance and a record of members' names and addresses; shall be responsible for providing adequate and sufficient notice to all members of all regular and special meetings.

4. The Treasurer shall be responsible for collecting all dues; keeping records of all financial transactions. All monies collected by this Association shall be deposited in a reliable and insured bank and shall be disbursed by check, signed by the President and the Treasurer.

5. The Treasurer shall submit to the membership of this Association a financial report at chapter and board meetings. Audits shall be conducted at least once a year.

C. The officers shall be elected in the following manner:

1. Candidates for each office shall be nominated and elected at the last regularly scheduled chapter meeting of the school year.

2. Voting may be by secret ballot, if requested, with candidates listed in alphabetical order.

3. In case of a tie, there will be a run-off election between the two (2) candidates receiving the highest number of votes.

4. All officers shall be elected at the last chapter meeting of the school year. The term of office shall be one (1) year commencing the following September 1.

5. Special elections shall be held, under the above procedure, in the event of a vacancy in any elected office. Persons elected in such special elections shall serve in such positions until the next general election.

6. To be eligible to be nominated for office, an employee must have been a member in good standing for one (1) year immediately preceding the nomination.

ARTICLE IV

COMMITTEES

A. Standing Committees

1. The following shall be the standing committees for this Association: Negotiation Committee, Grievance Committee.

2. Functions of Committees:

   a. Negotiation Committee: Shall negotiate with Kent School District management our wages, hours and working conditions.
   b. Grievance Committee: Shall determine whether KSFSA shall support a grievance.

3. Selection of Committee Assignments

   a. The Negotiating Committee will be composed of six (6) members. The Board of Directors shall select the Negotiating Committee members. The committee will elect the chair.
   b. The Grievance Committee will be the Board of Directors.

B. Other Committees

1. The President, from time to time, will appoint such temporary committees as the President deems necessary for the proper functioning of the Association.

ARTICLE V

BOARD OF DIRECTORS

A. The Board of Directors shall consist of the officers and the most recent past president willing to serve and Area Representatives. Area Representatives shall be elected, one (1) each, from the following areas: Elementary, Secondary, Central Kitchen. The term of office for Area Representatives shall be one (1) year and coincide with other officers of the Board of Directors.

B. Meetings shall be held at least four (4) times per year at such time and place as the President shall determine. All meetings shall be open to any member in good standing of the Association.

C. The business and property of this Association shall be managed by the Board of Directors except when general meetings of the Association are in session. All matters affecting the purposes, aims and means of this Association, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting shall be decided by the Board of Directors.

ARTICLE VI

DUES

Annual dues shall be one and one-half percent (1.5%) of your monthly income with two-tenths of a percent (0.2%) for legislative action. Dues will be automatically deducted monthly by the payroll department. In the event of termination or dissolution of this Association, the remaining dues would be given to the local Food Service chapter of SNA

ARTICLE VII

MEETINGS

A. Regular meetings shall be held in October, January, April and June. The exact time and location of the meetings shall be determined by the President, and communicated, by the Secretary, to the membership in the form of a written notice posted in prominent places at least two (2) days prior to such meetings.

B. Special meetings shall be called by the President or by majority vote of the Board of Directors. Adequate notice must be given to all members stating the time, place, date and agenda for such meetings.

ARTICLE VIII

QUORUM

A quorum shall consist of ten (10) of the members in good standing of the Association.

ARTICLE IX

BUDGET

The Board of Directors shall prepare an annual budget which shall be presented for membership approval at the regular September meeting.

ARTICLE X

PROCEDURE

Robert's Rules of Order shall be used for all matters of procedure not covered by the constitution of Bylaws.

ARTICLE XI

AMENDMENTS

All amendments to the Bylaws of this Association must be presented to the membership at a regular or special meeting. All such amendments must be passed by a simple majority of the members in good standing of the Association who attend such meeting.

Amended Section 4, 3A September 1977
Amended Section 3, C4 November 5, 1979
Amended Section 1, January 21, 1992
Amended November 19, 1992
Amended May 31, 1994
Amended June 11, 2008

Signed: _____Signed_____
Sandra Russell, Chapter Co-President

Signed: _____Signed_____
Tammy Waterman, Chapter Co-President