

CHAPTER BYLAWS

KETTLE FALLS



Public School Employees of Washington/SEIU Local 1948

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1 **P R E A M B L E**

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3 Employees organize primarily to secure better wages and better working conditions.

4
5 We hold that they also organize in order to participate in the decisions which affect them at work. One
6 of the fundamental tenets of Democratic government is the consent of the governed.

7
8 We are under a solemn obligation to represent the members of this organization forcefully and
9 effectively in negotiations with the internal organizational affairs according to democratic standards.

10
11 THEREFORE, we, the classified school employees of Kettle Falls School District, in meeting, adopt
12 these Bylaws.

13
14 **A. NAME**

15
16 The name of this organization shall be the Public School Employees of Washington/SEIU Local 1948,
17 Kettle Falls Chapter.

18
19 This local organization shall be affiliated with and be a chapter of the Public School Employees of
20 Washington/SEIU Local 1948 (PSE), a not-for-profit 501©5 labor organization operating under the
21 laws of the state of Washington.

22
23 This organization was chartered by Public School Employees of Washington on March 17, 1976.

24
25 This organization shall continue until a majority of all the members vote to dissolve the organization.

26
27
28 **A R T I C L E I**

29 **O B J E C T I V E / P U R P O S E**

30
31 The objectives and purposes of this organization are:

- 32
33 A. To carry out and assist on a local basis the objectives and purposes of the Public School
34 Employees of Washington/SEIU Local 1948.
- 35
36 B. To promote the organization of Public School Employees/SEIU Local 1948 in the Kettle Falls
37 School District.
- 38
39 C. To promote the welfare of the membership and the classified employees of the Kettle Falls
40 School District, and to provide a voice in the determination of the terms and conditions of
41 employment. We are committed to the process of collective bargaining as a desirable,
42 democratic, and effective method to achieve this.
- 43
44 D. To promote and provide systematic and effective employee management through collective
45 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
46 collective negotiations on personnel matters, including wages, hours and working conditions,
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48



1 vacations, holidays, and other conditions of employment for the classified employees of the
2 Kettle Falls School District.

- 3
- 4 E. Both as members and as citizens, we shall also employ available legislative and political action
5 to establish adequate financial provision for the improvement of public school education and
6 equitable consideration for the classified school employees from the state Legislators.
7
- 8 F. To establish better fellowship and understanding among classified employees and to strive for
9 their overall betterment through training, legislation, and Association benefits.
10

11

12 **ARTICLE II**

13

14 **MEMBERSHIP**

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17 **Section 2.1. Eligibility.**

18 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national
19 origin, sex, or political belief, shall be eligible for membership upon signing a PSE Membership form.
20

21 **Section 2.1.1. Active Member.**

22 Any classified school employee who is regularly employed by or for the Kettle Falls School
23 District in a position that is represented in the bargaining unit, and who is a dues paying
24 member of Public School Employees of Washington/SEIU Local 1948, is eligible for
25 membership in this chapter. A classified employee is one whose position does not require a
26 teaching certificate and is recognized in the PSE State Bylaws as an Education Support
27 Professional (ESP).
28

29 **Section 2.1.2. Member in Good Standing.**

30 To be eligible to vote and to hold office, a member must be in good standing. To be in good
31 standing, the member shall be employed and current in payment of dues as are required by
32 these bylaws. Any member who is on authorized leave of absence pursuant to the Collective
33 Bargaining Agreement, shall retain the right to vote and hold office. Any member who is
34 terminated from employment shall not be eligible to vote or hold office.
35

36 **Section 2.2. Dues.**

37

38 **Section 2.2.1. State Dues.**

39 State dues shall be paid monthly to the state office of PSE via payroll deduction as outlined in
40 the collective bargaining agreement. The rate of such dues is defined in the state PSE bylaws.
41

42 **Section 2.2.1.1. Chapter Rebate.**

43 Dues rebates from the state organization shall be received by the chapter in accordance
44 with the provisions of the state bylaws.
45

46 **Section 2.2.2. Local Chapter Dues.**

47 Local Dues will be assessed for the purpose of making funds available for the good and welfare

1 of the local chapter members, such as scholarships, a local emergency relief fund, gifts, and
2 dinners for retirees, etc.

3
4 Local membership dues of this organization shall be two dollars (\$2.00) per month.

5
6 **Section 2.2.3.**

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

9 **Section 2.3. Rights.**

10
11 **Section 2.3.1.**

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

15
16 **Section 2.3.2.**

17 Members shall have the right to fair and democratic elections at all levels of the organization.
18 This included due notice of nominations and elections, equal opportunities for competing
19 candidates, and proper election procedures which shall be specifically set forth.
20

21 **Section 2.3.3.**

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

25
26 **Section 2.3.4.**

27 Members shall have the right to a full and clear accounting of all organization funds. At all
28 levels such accounting shall include, but not be limited to, periodical reports to the membership
29 by appropriate fiscal officers or by independent auditors not otherwise connected with the
30 organization, and a financial audit at least once a year which is made available to all members.
31

32 **Section 2.3.5.**

33 Members shall have the right to full participation, through discussion and vote, in the decision
34 making processes of the organization and to pertinent information needed for the exercises of
35 this right.
36

37
38 **ARTICLE III**

39
40 **MEETINGS**

41
42 **Section 3.1.**

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

45
46 **Section 3.2.**

47 Special meetings may be called by the President, the Board of Trustees or by petition filed with the
48 President and signed by twenty percent (20%) of the members of this organization.

1 **Section 3.3.**

2 The President shall provide at least five (5) days notification to all members of any meeting called.
3 However, said five (5) days notice may be waived by the Board of Trustees provided that every
4 reasonable effort is employed to notify the membership of the meeting. The definition of ‘day’
5 throughout these bylaws refer to calendar day(s) unless otherwise noted.
6

7 **Section 3.4.**

8 At any meeting of the membership of this organization, each member present shall be entitled to one
9 vote. A member must be present to vote – no proxy vote will be allowed. A minimum of five (5)
10 members must be present to constitute a quorum before any organization business may be transacted.
11

12 **Section 3.5. Virtual Meetings.**

13 Chapter meetings and other chapter activities may be conducted through virtual meetings, and voting
14 (except for voting via secret ballot as above – officer elections) may be done electronically.
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18 **ARTICLE IV**
19
20 **MANAGEMENT**
21

22 **Section 4.1.**

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

28 **Section 4.2.**

29 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and a
30 classification representative elected by the classification from each of the following classifications of
31 employees:

- 32 Classifications: 1. Transportation 4. Custodial/Maintenance
33 2. Crossing Guard 5. Paraeducator
34 3. Food Service 6. Secretary

35 **Section 4.3.**

36 The term of office of the trustees of this organization shall be for a period of two (2) years. Elections
37 will be held during the month of May. Trustees will take office September 1 following the elections.
38

39 **Section 4.4.**

40 The Board of Trustees shall hold regular meetings as necessary, and such special meetings as the
41 President or the Board shall deem necessary for the competent management of affairs of the
42 organization.
43

44 **Section 4.5.**

45 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
46 All voting at meetings of the Board of Trustees shall be by each member present in person and voting
47 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
48 quorum.



1 **Section 4.6.**

2 Any trustee may be removed from office by a two-thirds (2/3/) majority vote of the membership
3 present at any regular or special meeting of the organization. Notice of the proposed removal of the
4 trustee must be given to the trustee five (5) days prior to the date of the meeting at which the removal
5 is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.
6

7 **Section 4.7.**

8 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
9 for removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
10 absenteeism shall not require the 2/3 vote of membership.
11

12 **Section 4.8.**

13 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
14 filled by the remaining trustees. In the event that such trustee is an officer, such selection shall be from
15 the membership at large. All other trustees' vacancies shall be filled from the classification of which
16 they are representatives. Such appointee shall serve during the unexpired term of the trustee whose
17 position has become vacant.
18
19

20 **ARTICLE V**

21 **OFFICERS, NOMINATIONS AND ELECTIONS**
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24 **Section 5.1.**

25 The officers of this organization shall be a President, a Vice President, a Secretary, a Treasurer and
26 Classification Representatives as defined in Section 4.2. In even numbered years, the President,
27 Treasurer and Classification Representatives will be elected for a term of two (2) years. In odd
28 numbered years, the Vice President and Secretary will be elected for a term of two (2) years.
29

30 **Section 5.2.**

31 Nominations may be made by the nominating committee, but whether or not such nominating
32 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.
33

34 **Section 5.3.**

35 To be eligible for office, a member must be in good standing for one year immediately preceding the
36 election and must qualify under the provisions of Article II, Section 2.3.3.
37

38 **Section 5.4.**

39 Elections will be in May of each year. Officers shall be elected by secret ballot vote, and the balloting
40 shall be so conducted as to afford all members a reasonable opportunity to vote. At least five (5) days
41 advance notice shall be given to the membership prior to the election. Those elected will assume office
42 September 1, following May elections.
43

44 **Section 5.5. Interim Appointment of Officers.**

45 In the event of a prolonged natural disaster, pandemic, or other "Act of God" which prevents the
46 membership from meeting in person for the purposes of voting for union officers through secret ballot
47 for an extended period of time, the following process for appointment of interim local union officers to
48 fill positions shall be utilized:

- 1 A. If an election cannot be held prior to the conclusion of the current school year, all officers who
2 are currently in office and wish to continue to serve shall be considered “interim” offices until
3 such time as an election can be safely held, which time shall not exceed six (6) months.
4
- 5 B. In the event that the President wishes to step down from the presidency, and/or is no longer
6 eligible to serve as President, the Vice-President shall serve as the interim President until such
7 time as a secret ballot election can occur, which time shall not exceed six (6) months.
8
- 9 C. In the event that any officer or Board Member (other than the President) no longer wishes to
10 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to
11 serve as the interim officer until such time as a secret ballot election can occur, which time
12 shall not exceed six (6) months.
13

14 **Section 5.6.**

15 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
16 trustee, contained in these Bylaws.
17

18 **ARTICLE VI**

19 **DUTIES OF OFFICERS**
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23 **Section 6.1. President.**

24 The President shall preside at all meetings of the organization and of the Board of Trustees. The
25 President shall supervise all activities of the organization; execute all instruments in its behalf; counter-
26 sign all checks drawn against the fund of the organization; appoint all special committees of the
27 organization subject to the approval of the Board of Trustees; report periodically to the membership
28 regarding the progress and standing of the organization in regard to the President’s official acts;
29 perform all other duties such as prescribed in the Bylaws and perform such other duties usually
30 inherent in such office.
31

32 **Section 6.2. Vice President.**

33 The Vice President shall act for the President in the President’s absence and perform such other acts as
34 the President or Board of Trustees may direct. The Vice President may be authorized, by the Board of
35 Trustees, to act as a co-signer of checks drawn on the funds of the organization in place of or in
36 addition to either the President or Secretary. The Vice President shall also have the duty of the
37 membership officer to maintain a current and accurate list of members of the chapter in coordination
38 with the membership information section at PSE state headquarter to ensure that all members are
39 paying dues and will render periodical membership reports as required by Public School Employees of
40 Washington/SEIU Local 1948.
41

42 **Section 6.3. Secretary.**

43 It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and
44 perform such other acts as the President and Board of Trustees may direct.
45

46 **Section 6.4. Treasurer.**

47 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;
48 pay all obligations incurred by the organization in payment as authorized by the Board of Trustees;

1 maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be
2 withdrawn only by checks signed by the President and/or Vice President and the Treasurer; and shall
3 render periodical financial reports as required by the Board of Trustees or by the membership; and
4 keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of
5 the organization.

6
7 The Treasurer will complete the annual 990 report required by the PSE state office which provides
8 information to prove to the IRS that the Local Chapter income is less than \$50,000.

ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

17 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
18 Bylaws of the Public School Employees of Washington/SEIU Local 1948.

Section 7.2.

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

Section 7.3.

28 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are
29 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of
30 this organization or of the Public School Employees of Washington/SEIU Local 1948.

Section 7.4.

33 Members attending authorized PSE Zone meetings and trainings on behalf of Kettle Falls PSE may be
34 reimbursed for gasoline expense. Pre-authorization by the Executive Board is required. Expenses
35 requests will be authorized based on budgeted amounts. Car-pooling to zone events is recommended.

37 All receipts for reimbursement must be presented to the Treasurer within thirty (30) calendar days of
38 the event.

Section 7.5. Officer Stipends.

41 Stipends for each year will be in the amounts of five hundred dollars (\$500.00) to the President and two
42 hundred dollars (\$200.00) to the Vice President, Secretary and Treasurer. These funds shall be dispersed
43 on June 1, for the current year.

45 These stipends will be paid from local dues. Officers may waive their right to receive a stipend at the
46 May meeting prior.

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ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the President or Vice President and at least one unit representative from each represented unit of the Chapter.

Section 8.2. Negotiating Committee.

The Negotiating Committee shall be the Board of Trustees.

Section 8.3. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees if an audit is needed outside of the annual 990 report.

Section 8.4. Other or Special Committees.

The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this organization.

Section 8.5. Convention Delegates.

Delegates shall be selected by a secret ballot vote of the membership. Ten (10) days notice shall be given of such election.

Section 8.6. Nominating Committee.

A Nominating Committee may be appointed by the Board of Trustees to make nominations.

ARTICLE IX

AMENDMENTS

Section 9.1.

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

BY: Leslie Read
Leslie Read, Chapter Secretary

DATE: 2-2-21

Adopted by the membership March 17, 1976

Amended August 15, 2001

Amended November 14, 2007

Amended February 21, 2018

Amended September 2, 2020