

CHAPTER BYLAWS

KIONA-BENTON CHAPTER

Last revision – October 18, 2023



Public School Employees of Washington/SEIU Local 1948

P.O. Box 798

Auburn, Washington 98071-0798

1.866.820.5652

www.pseclassified.org

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I	2
MEMBERSHIP	2
Section 1.1.	2
ARTICLE II	2
DUES	2
Section 2.1. State Dues.	2
Section 2.2. Local Dues.	2
Section 2.3. Refunds.	3
ARTICLE III	3
GOVERNANCE AND OPERATIONS	3
Section 3.1.	3
Section 3.2.	3
Section 3.3.	3
Section 3.4.	3
Section 3.5. Governing Body.....	3
Section 3.6. Operating Principles.	3
ARTICLE IV	4
MEETINGS	4
Section 4.1.	4
Section 4.2.	4
Section 4.3.	4
Section 4.4.	4
Section 4.5. Executive Board Meetings.....	4
Section 4.6.	4
ARTICLE V	5
EXECUTIVE BOARD	5
Section 5.1.	5
Section 5.2.	5
Section 5.3.	5
Section 5.4.	5
Section 5.5. Duties.....	5

ARTICLE VI	6
ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	6
Section 6.1.	6
Section 6.2.	6
Section 6.3.	6
Section 6.4.	7
Section 6.5.	7
Section 6.6.	7
Section 6.7.	7
Section 6.8.	7
Section 6.9.	7
Section 6.10.	7
ARTICLE VII	8
MISCELLANEOUS PROVISIONS	8
Section 7.1.	8
Section 7.2.	8
Section 7.3.	8
Section 7.4.	8
ARTICLE VIII	9
COMMITTEES AND DELEGATES	9
Section 8.1. Grievance Committee.	9
Section 8.2. Negotiating Committee.	9
Section 8.3. Resource Committee.	9
Section 8.4. Annual Convention Delegates.	9
Section 8.5. Audit Committee.	9
Section 8.6. Other or Special Committees.	9
ARTICLE IX	9
AMENDMENTS	9
Section 9.1.	9
SIGNATURE PAGE	10

1 **PREAMBLE**

2
3 **A. NAME**

4 The name of this Chapter shall be Public School Employees of Kiona-Benton and shall be an
5 affiliate of Public School Employees of Washington (PSE)/SEIU Local 1948, a not-for-profit
6 501(c) 5-labor organization operating under the laws of the State of Washington. This organization
7 was chartered by Public School Employees of Washington on April 20, 1976.

8
9 **B. MISSION – OUR PURPOSE FOR EXISTING**

10 It is the mission of Public School Employees of Kiona-Benton to work closely with Public School
11 Employees of Washington to support the membership through collective bargaining and the
12 protection of those rights, promote educational enrichment opportunities, encourage membership
13 growth, and provide quality leadership while working closely with the State Legislature in an effort
14 to enact laws which will represent the best interest of all classified school employees in the State of
15 Washington.

16
17 **C. VISION – WHAT WE STRIVE TO ACHIEVE**

18 We will provide service of superior quality and value that best meets the needs of our Chapter
19 members. We will achieve that purpose through an organization and working environment which
20 attracts the finest people, fully develops and challenges individual talents, encourages our free and
21 spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of
22 integrity and commitment to do the right thing.

23
24 Through the successful pursuit of our commitment, we expect our services, programs, and
25 activities to achieve a leadership position in representing all classified employees. As a result, PSE,
26 our members, PSE employees, the school district in which we work, and the community in which
27 we live will grow and prosper.

28
29 **D. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT**

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

- 31
- 32 ● Striving for excellence and demonstrating pride in our work.
 - 33 ● Having open, honest communications.
 - 34 ● Providing high-quality service.
 - 35 ● Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be
36 based on trust and concern for the rights and welfare of others.
 - 37 ● Embodying honesty and integrity in our conduct and relationships with others.
 - 38 ● Treating others fairly, equally and respecting their individual dignity.
 - 39 ● Recognizing individual worth.
 - 40 ● Supporting creativity, innovation, and constructive changes in the organization.
 - 41 ● Demonstrating accountability for our performance, actions, and behavior.
 - 42 ● Doing the professional, technical, organizational, and ethically “right” thing as opposed to the
43 easy, popular, or politically expedient thing.
 - 44 ● Demonstrating a high level of social responsibility.
- 45
46
47
48



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

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 Kiona-Benton 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.

Free-riders: Any member who opts out of payment of regular dues shall be characterized as a free rider and shall be entitled only to those rights and privileges as set forth in PSE policy and Bylaw. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of Collective Bargaining Agreements. In addition, free-riders may not attend any PSE sponsored functions.

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. However, any member in an elected office or appointed position who is on an authorized leave of absence for longer than three (3) months must resign their position. 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.

Section 2.1.1. Chapter Rebates.

Dues rebates from the State Organization shall be received by the Chapter in accordance with the provisions of the State Bylaws.

Section 2.2. Local Dues.

Local membership dues shall be one dollar (\$1.00) per month. Local dues shall be paid monthly to the Chapter Treasurer by the School District. Any member who is on an authorized leave of absence pursuant to the Collective Bargaining Agreement may have local dues collection suspended upon approval by the Chapter Board of Trustees.

1 **Section 2.3. Refunds.**

2 Membership dues are not refundable except where an error resulting in an overpayment exists.
3

4
5 **ARTICLE III**

6
7 **GOVERNANCE AND OPERATIONS**

8
9 **Section 3.1.**

10 PSE shall be governed by a representative form of government.
11

12 **Section 3.2.**

13 Members shall suffer no impairment of freedom of speech concerning the operations of this
14 organization. Active discussions of organization affairs shall be encouraged and protected within this
15 organization.
16

17 **Section 3.3.**

18 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
19 such accounting shall include, but not be limited to, periodical reports to the membership by
20 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
21 and a financial audit at least once a year which is made available to all members.
22

23 **Section 3.4.**

24 Members shall have the right to full participation, through discussion and vote, in the decision-making
25 processes of the organization and to pertinent information needed for the exercises of this right.
26

27 **Section 3.5. Governing Body.**

28 **Section 3.5.1. Executive Board.**

29 Except when general meetings of the Chapter are in session, the business and property of this
30 Chapter shall be managed by the Executive Board. The authority to govern and act on behalf of
31 the membership is vested on the elected Executive Board who shall decide all matters affecting
32 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
33 provided for in these Bylaws or by action of the members at a regular or special meeting.
34
35

36 **Section 3.5.2. PSE Field Staff.**

37 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
38 governing the business of the local Chapter shall be the sole responsibility of the elected
39 officials and membership of the Chapter.
40

41 **Section 3.6. Operating Principles.**

42 In order to provide the Chapter with the highest quality direction and management possible, the
43 following operating principles shall guide the Board of Trustees.
44

45 **Section 3.6.1. Board / Membership Relationships.**

46 A positive, constructive, cooperative relationship between the Executive Board and the
47 membership is essential to achieving the mission and vision of the organization. Therefore, the
48 Board and membership will conduct themselves in a way that promotes mutual trust,



1 demonstrates respect for individual dignity and displays professionalism. The Board shall
2 utilize positive conflict resolution methods and maintain open, honest lines of communication
3 that respect an appropriate chain of command within the Chapter.
4

5 **Section 3.6.2. Media.**

6 The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries
7 to individual Board members about matters of Chapter concern should be referred to the
8 Chapter President. Inquiries about a position of PSE on any matter of statewide concern or
9 specific legislation should be referred to the Executive Director at state headquarters.
10

11 **ARTICLE IV**

12 **MEETINGS**

13
14
15
16 **Section 4.1.**

17 General membership meetings of this Chapter shall be held at least four (4) times annually at a time
18 and place to be fixed by the membership or the Executive Board.
19

20 **Section 4.2.**

21 Special meetings may be called by the President, the Executive Board, or by petition filed with the
22 President and signed by twenty percent (20%) of the members in good standing of this Chapter.
23

24 **Section 4.3.**

25 The President shall provide at least five (5) days notification to all members of any meeting called.
26 However, said five (5) days' notice may be waived by the Executive Board provided that every
27 reasonable effort is employed to notify the membership of the meeting.
28

29 **Section 4.4.**

30 At any meeting of the membership of this Chapter, each member in good standing present shall be
31 entitled to one (1) vote. A member must be present to vote -- no proxy vote will be allowed. A
32 minimum of seven (7) members must be present to constitute a quorum before any Chapter business
33 may be transacted.
34

35 **Section 4.5. Executive Board Meetings.**

36 Meetings of the Executive Board shall be called at the discretion of the President. Meetings may also
37 be called upon motion of a majority of the members of the Executive Board to the President. A
38 majority of the members of the Executive Board shall constitute a quorum.
39

40 **Section 4.6.**

41 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this
42 Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
43 State Bylaws, these Bylaws and with any special rules of order this Chapter may adopt.
44
45
46
47
48

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ARTICLE V

EXECUTIVE BOARD

Section 5.1.

The Executive Board shall be composed of the President, Vice President, Secretary/Treasurer, and a unit Representative (herein known as a trustee) elected by the unit from each classification of employees of the school district if represented by the local Public School Employees organization.

- Classifications:
1. Transportation
 2. Food Service
 3. Custodial-Maintenance
 4. Aides

Section 5.2.

The term of office shall be for a period of two (2) years, or until their successors are elected.

Section 5.3.

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

Section 5.4.

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

Section 5.5. Duties.

Section 5.5.1. President.

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

Section 5.5.2. Vice President.

The Vice President shall provide such assistance to the President as requested; serve as Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of that office; and in the case of permanent disability or resignation of the President, shall succeed to that office for the unexpired portion of the current term of office.

1 **Section 5.5.3. Secretary / Treasurer.**

2 The Secretary/Treasurer shall ensure that the minutes of general membership meetings and
3 Executive Board meetings are duly recorded. It shall be the duty of the Secretary to keep all
4 records of the Chapter, the Executive Board, and to perform such other official functions as the
5 President and Executive Board may direct. And as Treasurer, shall receive and be accountable
6 for all funds and monies belonging to the Chapter; pay all obligations incurred by the Chapter
7 as authorized by the Executive Board; keep an accurate record of receipts and disbursements;
8 and maintain bank accounts and depositories designated by the Executive Board. Such money
9 shall be withdrawn only by checks signed by the President and/or Vice President and the
10 Secretary/Treasurer. The Secretary/Treasurer shall render periodical financial reports as
11 required by the Executive Board, the membership, or Public School Employees of Washington
12 to ensure that the Chapter is in compliance with all laws and regulations required by the
13 Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports
14 shall be from September 1st to August 31st of the following year, inclusive. The
15 Secretary/Treasurer shall as a custodian of all properties of the Chapter.
16

17 **Section 5.5.4. Membership Officer.**

18 It shall be the duty of the Membership Officer to maintain a current and accurate list of
19 members of the Chapter in coordination with the Membership Information Section at PSE state
20 headquarters; ensure that all members are paying dues; render periodical membership reports as
21 required by Public School Employees of Washington; and perform such other official functions
22 as the President and Board of Trustees may direct.
23

24 **Section 5.5.5. Classification Representative.**

25 A Classification Representative shall represent the classification of employees which elected
26 them and express to the Executive Board the needs, desires, and concerns of the members in
27 their classification. They will be responsible, along with the Grievance Committee, in advising
28 an employee about their contractual rights.
29

30 **ARTICLE VI**

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

32 **Section 6.1.**

33 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
34 ten (10) working days’ notice of nominations and elections, and equal opportunities for competing
35 candidates to State their qualifications and reasons for seeking office to the Chapter membership.
36 Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.
37
38

39 **Section 6.2.**

40 Members shall have an equal right to run and hold office, except those persons set forth in RCW
41 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or appropriate State
42 regulatory agencies as being a “supervisory employee.”
43
44

45 **Section 6.3.**

46 Elections shall be held during the month of November. Terms of office shall be from January 1st
47 through December 31st.
48



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Section 6.4.

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

Section 6.5.

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

Section 6.6.

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

Section 6.6.1

All members of the Chapter shall be eligible to vote for the positions of President, Vice President, and Secretary/Treasurer. In the election of a Classification Representative, only members in the classification of employees that the Representative will represent shall be allowed to vote.

Section 6.7.

Every member of the Executive Board shall, upon assuming office, subscribe to the obligations contained in these Bylaws.

Section 6.8.

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

Section 6.9.

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

Section 6.10.

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

Section 6.10.1.

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

Section 6.10.2.

In the event of a vacancy in the office of Vice President, or Secretary/Treasurer, all members shall be notified of the vacancy and nominations solicited for the position. Nominations shall be accepted for a period of twenty (20) calendar days following the notification to members.



1 The President, at his/her discretion, may either call a special meeting of the Executive Board, or
2 act upon the vacancy at the next regularly scheduled Board meeting. Each candidate for the
3 position may submit a letter or have three (3) minutes to address the Board prior to the vote to
4 describe their qualifications and reasons they are seeking the position.

5
6 **Section 6.10.3.**

7 Any other vacancy shall be filled only for the remainder of the term in which the vacancy
8 occurs; provided, however, that when vacancies occur in the office of trustee, the President
9 shall direct that a classification meeting be held, and that the classification elect a successor for
10 the remainder of the vacant term. Election of the successor must be by majority vote. In the
11 event that more than two (2) candidates run for the office, the candidate with the lowest vote
12 total will be dropped from the ballot after each round of voting until one candidate receives a
13 majority of the votes cast.

14
15
16 **ARTICLE VII**

17
18 **MISCELLANEOUS PROVISIONS**

19
20 **Section 7.1.**

21 Local Chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall
22 always supersede local Bylaws where conflict exists.

23
24 **Section 7.2.**

25 This Chapter shall send to the PSE State office a list of names and addresses of its Executive Board
26 and members together with other information required by PSE and shall notify PSE of all changes in
27 Board members, members, and addresses.

28
29 **Section 7.3.**

30 This Chapter shall not enter into any Collective Bargaining Agreement, amendment thereto, dispute
31 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
32 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
33 agreement which would affect the rights of employees represented by PSE, nor any agreement
34 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
35 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
36 School Employees of Washington or his/her designee, provided decisions of the Executive Director
37 may be appealed to the Board of Directors.

38
39 **Section 7.3.1.**

40 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be
41 submitted to the regional service center who will then forward the original to State headquarters
42 after appropriate copies have been made.

43
44 **Section 7.4.**

45 Members who elect to take a leave of absence to fill in as a supervisor over any employee within the
46 PSE bargaining unit, and who have the authority to hire, transfer, suspend, lay off, recall, promote,
47 discharge, direct, reward, or discipline employees and/or to adjust employee grievances, shall have
48 their rights temporarily suspended to attend all chapter meetings, the ability to hold office, the ability

1 to vote, the ability to be elected and attend Convention, and participate in any PSE training, until such
2 temporary supervisor assignment is terminated.

3 4 5 **ARTICLE VIII**

6 7 **COMMITTEES AND DELEGATES**

8 9 **Section 8.1. Grievance Committee.**

10 A Grievance Committee shall be composed of the Vice President and at least one unit representative
11 from each classification of employees in the Chapter; and shall be responsible for advising members of
12 their rights as outlined in the State Bylaws, Article XIV, State Grievance Panel.

13 14 **Section 8.2. Negotiating Committee.**

15 A Negotiating Committee shall consist of a representative elected from each classification of
16 employees represented by this bargaining unit and shall work with the PSE Field Representative in
17 developing proposals and negotiating agreements.

18 19 **Section 8.3. Resource Committee.**

20 A Resource Committee shall consist of an elected representative from each employee group
21 represented by the bargaining unit who shall work closely with the Classification Representative. This
22 committee shall be an information and resource liaison between the Executive Board and members.
23 Resource Committee members shall not serve on the Executive Board.

24 25 **Section 8.4. Annual Convention Delegates.**

26 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
27 the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of
28 PSE State Bylaws.

29 30 **Section 8.5. Audit Committee.**

31 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
32 Chapter.

33 34 **Section 8.6. Other or Special Committees.**

35 The Board of Trustees shall designate such Special Committees as they determine necessary in the
36 carrying out of the objectives and purposes of this Chapter.

37 38 **ARTICLE IX**

39 40 **AMENDMENTS**

41 42 43 **Section 9.1.**

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

1
2
3
4
5 **SIGNATURE PAGE**
6
7
8
9
10

11 BY: */E-signed by Heather Beer/*
12 Heather Beer, Chapter President
13

14
15 BY: */E-signed by Beth Skeen/*
16 Beth Skeen, Chapter Secretary
17

18
19 DATE: October 18, 2023
20
21
22

23 Adopted by the membership April 20, 1976
24 Amended March 13, 2019
25 Amended October 18, 2023
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48