

CHAPTER BYLAWS

KITTITAS



Public School Employees Of Washington
P. O. Box 798
Auburn, Washington 98071-0798
1-866-820-5650

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I MEMBERSHIP	2
ARTICLE II DUES	3
ARTICLE III GOVERNANCE AND OPERATIONS	3
ARTICLE IV MEETINGS	4
ARTICLE V BOARD OF TRUSTEES	5
ARTICLE VI ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES	7
ARTICLE VII MISCELLANEOUS PROVISIONS	8
ARTICLE VIII COMMITTEES AND DELEGATES	9
ARTICLE IX AMENDMENTS	10

P R E A M B L E

The name of this chapter shall be Public School Employees *SEIU Local 1948* of Kittitas 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 local organization shall be affiliated with and be a chapter of the Public School Employees of Washington. This organization was chartered by Public School Employees of Washington on October 17, 1983.

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

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

We are both employees and citizens.

Collective bargaining is the expression of citizenship in employment. Participation in the political life of the nation, State, local municipalities, and school district is but another aspect of that citizenship.

In the same way that we are organized to improve the terms and conditions of employment, we are equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst unparalleled abundance, there should not be want.

We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Kittitas School District and to conduct internal organizational affairs according to democratic standards.

THEREFORE, we, the classified school employees of Kittitas School District, in meeting, adopt these Bylaws this 17th day of October, 1983.

The objectives and purposes of this organization are:

1. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
2. To promote the organization of Public School Employees in the Kittitas School District.
3. To promote the welfare of the membership and the classified employees of the Kittitas School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.

- 4. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified employees of Kittitas School District.
- 5. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the State Legislators.
- 6. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

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 Kittitas 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.

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. 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 \$5.00 per year, paid annually in September of each year. Local dues shall be paid annually 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.

Section 2.3. Refunds. Membership dues are not refundable except where an error resulting in an overpayment exists.

ARTICLE III

GOVERNANCE AND OPERATIONS

Section 3.1. PSE shall be governed by a representative form of government.

Section 3.2. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organization affairs shall be encouraged and protected within this organization.

Section 3.3. Members shall have the right to a full and clear accounting of all organizational funds. At all levels such accounting shall include, but not be limited to, periodical reports to the membership by appropriate fiscal officers or by independent auditors not otherwise connected with the organization, and a financial audit at least once a year which is made available to all members.

Section 3.4. Members shall have the right to full participation, through discussion and vote, in the decision making processes of the organization and to pertinent information needed for the exercises of this right.



Section 3.5. GOVERNING BODY.

Section 3.5.1. Board of Trustees. Except when general meetings of the Chapter are in session, the business and property of this Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership is vested in the elected Board of Trustees who shall decide all matters affecting the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically provided for in these Bylaws or by action of the members at a regular or special meeting.

Section 3.5.2. PSE Field Staff. PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions governing the business of the local Chapter shall be the sole responsibility of the elected officials and membership of the Chapter.

Section 3.6. OPERATING PRINCIPLES. In order to provide the Chapter with the highest quality direction and management possible, the following operating principles shall guide the Board of Trustees.

Section 3.6.1. Board/Membership Relationships. A positive, constructive, cooperative relationship between the Board of Trustees and the membership is essential to achieving the goals of the organization. Therefore, the Board and membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for individual dignity, and displays professionalism. The Board shall utilize positive conflict resolution methods and maintain open, honest lines of communication that respect an appropriate chain of command within the Chapter.

Section 3.6.2. Media. The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries to individual Board members about matters of Chapter concern should be referred to the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation should be referred to the Executive Director at State headquarters.

Section 3.7. This organization shall continue until a majority of all of the members vote to dissolve the organization.

ARTICLE IV**MEETINGS**

Section 4.1. General membership meetings of this Chapter shall be held at least three (3) times annually at a time and place to be fixed by the membership or the Board of Trustees.

Section 4.2. Special meetings may be called by the President, the Board of Trustees, or by petition filed with the President and signed by twenty percent (20%) of the members in good standing of this Chapter.

Section 4.3. The President shall provide at least five (5) days notification to all members of any meeting called. However, said five (5) days notice may be waived by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

Section 4.4. At any meeting of the membership of this Chapter, each member in good standing present shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum of five (5) members must be present to constitute a quorum before any Chapter business may be transacted.

Section 4.5. Board of Trustee Meetings. Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members of the Board of Trustees shall constitute a quorum.

Section 4.6. The latest edition of Robert's Rules of Order shall be a reference guide on conducting business at meetings; provided, that they shall be superseded by the Bylaws and special rules of this Chapter or of the Public School Employees of Washington.

ARTICLE V

BOARD OF TRUSTEES

Section 5.1. The Board of Trustees 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.

Section 5.2. The term of office shall be for a period of two (2) years for President, Vice President, Treasurer and Secretary. One (1) year for Trustees or until their successors are elected. The President and Treasurer will be elected on even numbered years. The Vice President and Secretary will be elected on odd numbered years.

Section 5.3. Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board. All voting at meetings of the Board of Trustees shall be by each member present in person, and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a quorum.



1 **Section 5.4. Duties.**
2

3 **Section 5.4.1. President.** The President shall preside at all meetings of the Chapter and of the Board
4 of Trustees. The President shall be made aware of, and supervise all activities of the Chapter; execute
5 all instruments in its behalf; and work with PSE Field Staff, with the advice and consent of the Board
6 of Trustees, to achieve objectives of the Chapter. The President shall appoint all special committees
7 not otherwise provided for in the bylaws of the Chapter, subject to the approval of the Board of
8 Trustees, and serve as an ex-officio member of all committees. The President shall report periodically
9 to the membership regarding the progress and standing of the Chapter in regard to the President's
10 official acts; and perform all other duties of the office.
11

12 **Section 5.4.2. Vice President.** The Vice President shall provide such assistance to the President as
13 requested; serve as Chairperson of the Grievance Committee; shall, in the absence of the President,
14 perform duties of that office; and in the case of permanent disability or resignation of the President,
15 shall succeed to that office for the unexpired portion of the current term of office.
16

17 **Section 5.4.3. Secretary.** The Secretary shall ensure that the minutes of general membership
18 meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep
19 all records of the Chapter, the Board of Trustees, and to perform such other official functions as the
20 President and Board of Trustees may direct.
21

22 **Section 5.4.4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies
23 belonging to the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of
24 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and
25 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks
26 signed by the President and/or Vice President and the Treasurer. The Treasurer shall render periodical
27 financial reports as required by the Board of Trustees, the membership, or Public School Employees of
28 Washington to ensure that the Chapter is in compliance with all laws and regulations required by the
29 Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall
30 be from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as
31 custodian of all properties of the Chapter.
32

33 **Section 5.4.5. Trustee.** A Trustee shall represent the classification of employees which elected them
34 and express to the Board of Trustees the needs, desires, and concerns of the members in their
35 classification. They will be responsible, along with the Grievance Committee, in advising an
36 employee about their contractual rights.
37
38
39
40
41
42
43
44
45
46

ARTICLE VI

ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES

Section 6.1. Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes ten (10) working days notice of nominations and elections, and equal opportunities for competing candidates to state their qualifications and reasons for seeking office to the Chapter membership. Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.

Section 6.2. Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or appropriate State regulatory agencies as being a "supervisory employee."

Section 6.3. Elections shall be held during the month of October and/or November. Terms of office shall be from January 1 through December 31.

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 Board of Trustees 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, Secretary, and Treasurer. In the election of a Trustee, only members in the classification of employees that the Trustee will represent shall be allowed to vote.

Section 6.7. Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations contained in these Bylaws.

Section 6.8. Any member of the Board of Trustees 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 Board of Trustee 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 Board of Trustees shall be due cause for removal of the member by the Board of Trustees. Removal of a Board member because of excessive absenteeism shall not require the 2/3 vote of the membership.

1 **Section 6.10.** A vacancy in any position, except that of President, shall be filled by the Board of
2 Trustees in accordance with the procedures set forth below:

3
4 **Section 6.10.1.** In the event the President cannot serve the remainder of his/her current term, the Vice
5 President shall serve as President for the completion of the term.

6
7 **Section 6.10.2.** In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all
8 members shall be notified of the vacancy and nominations solicited for the position. Nominations shall
9 be accepted for a period of twenty (20) calendar days following the notification to members. The
10 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon
11 the vacancy at the next regularly scheduled Board meeting. Each candidate for the position may
12 submit a letter, or have three (3) minutes to address the Board prior to the vote to describe their
13 qualifications and reasons they are seeking the position.

14
15 **Section 6.10.3.** Any other vacancy shall be filled only for the remainder of the term in which the
16 vacancy occurs; provided, however, that when vacancies occur in the office of Trustee, the President
17 shall direct that a classification meeting be held and that the classification elect a successor for the
18 remainder of the vacant term. Election of the successor must be by majority vote. In the event that
19 more than two candidates run for the office, the candidate with the lowest vote total will be dropped
20 from the ballot after each round of voting until one candidate receives a majority of the votes cast.

21
22
23
24 **ARTICLE VII**

25
26 **MISCELLANEOUS PROVISIONS**

27
28 **Section 7.1.** Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State
29 Bylaws shall always supersede local bylaws where conflict exists.

30
31 **Section 7.2.** This Chapter shall send to the PSE State office a list of names and addresses of its Board
32 of Trustees and members, together with other information required by PSE and shall notify PSE of all
33 changes in Board members, members, and addresses.

34
35 **Section 7.3.** This Chapter shall not enter into any collective bargaining agreement, amendment
36 thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or
37 waiver which affects or pertains to wages, hours or working conditions of the employees in the
38 bargaining unit, nor any agreement which would affect the rights of employees represented by PSE,
39 nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or
40 other entity or agent, unless such agreement is first approved by the Executive Director of Public
41 School Employees of Washington or his/her designee, provided decisions of the Executive Director
42 may be appealed to the Board of Directors.



1 **Section 7.3.1.** Original signed copies of all documents pertaining to issues outlined in Section 7.3
2 shall be submitted to the Regional Service Center, who will then forward the original to State
3 headquarters after appropriate copies have been made.
4
5

6
7 **ARTICLE VIII**

8
9 **COMMITTEES AND DELEGATES**

10
11 **Section 8.1. Grievance Committee.** A Grievance Committee shall be composed of the
12 Vice President and at least one unit representative from each classification of employees in the
13 Chapter; and shall be responsible for advising members of their rights as outlined in the State Bylaws,
14 Article XIV, State Grievance Panel.
15

16 **Section 8.2. Negotiating Committee.** A Negotiating Committee shall consist of a representative
17 elected from each classification of employees represented by this bargaining unit and shall work with
18 the PSE Field Representative in developing proposals and negotiating agreements. *Proposals will be*
19 *presented to the Chapter members for approval prior to the beginning of negotiations.*
20

21 **Section 8.3. Annual Convention Delegates.** Delegates shall be elected by secret ballot. Approved
22 expenses incurred by elected delegates attending the Annual Convention shall be paid by the Chapter
23 or in accordance with appropriate provisions of PSE State Bylaws.
24

25 **Section 8.4. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to
26 audit the financial records of the Chapter.
27

28 **Section 8.5. Other Or Special Committees.** The Board of Trustees shall designate such special
29 committees as they determine necessary in the carrying out of the objectives and purposes of this
30 Chapter.
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46




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

ARTICLE IX

AMENDMENTS

Section 9.1. These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote is to be taken.


Signed by Sue Schnase
Chapter President

Adopted by the membership on the 31st day of January, 1994.
Amended by the membership on March 3, 2008.
Amended by the membership on October 19, 2016

