

CHAPTER BYLAWS

LA CONNER

Public School Employees of Washington
P O Box 798
Auburn, Washington 98071-0798
1.866.820.5653

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

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3 Employees organize primarily to secure better wages, working conditions, and to participate in the
4 decisions which affect them at work.

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6 We are under a solemn obligation to represent the members of this Association forcefully and
7 effectively in negotiations with the management of the La Conner School District and to conduct
8 internal Association affairs according to democratic standards.

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10 Therefore, we, the classified school employees of La Conner School District, in meeting, adopt these
11 Bylaws.

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14 **A R T I C L E I**

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16 **ASSOCIATION NAME**

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18 The name of this Association shall be the Public School Employees of La Conner School District. The
19 Association shall be affiliated with and be a chapter of the Public School Employees of Washington.
20 This Association was chartered by Public School Employees of Washington on October 2, 1969.
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24 **A R T I C L E II**

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26 **OBJECTIVES AND PURPOSES**

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28 Carry out and assist on a local basis the objectives and purposes of the Public School Employees of
29 Washington.

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31 Promote the Association of Public School Employees in the La Conner School District.

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33 Promote the welfare of the classified employees of the La Conner School District, and provide a voice
34 in the determination of the terms and conditions of employment. We are committed to the process of
35 collective bargaining as a desirable, democratic and effective method to achieve this.
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38 Promote and provide systematic, effective employee management through collective bargaining;
39 confer and negotiate in good faith with respect to grievance procedures, personnel matters, wages,
40 hours, working conditions, vacations, holidays and other conditions of employment for the classified
41 employees of La Conner School District.
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1 Employ available legislative and political means of establishing adequate financial provisions for the
2 improvement of public school education and equitable consideration for classified school employees
3 from the State Government.

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5 Establish better fellowship and understanding among classified school employees and strive for their
6 overall betterment through training, legislation and Association benefits.
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10 **ARTICLE III**

11 **MEMBERSHIP**

12 **Section 1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard to
13 race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed,
14 shall be eligible for membership.
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18 A. All persons regularly employed as a classified school employee (as defined by the Public School
19 Employees of Washington) by or in La Conner School District, and who are members of the Public
20 School Employees of Washington, are eligible for membership in this Association.
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22 **Section 2. Dues.**

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24 A. Dues Authorization Card. Dues shall be authorized by each employee by signing the dues
25 authorization card supplied by Public School Employees of Washington.
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27 B. Public School Employees of Washington (State) Dues. The current State dues are one point five
28 percent (1.5%) of gross monthly income.
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30 C. Dues – Local (Public School Employees of La Conner). Membership dues of this Association
31 shall be ten dollars (\$10) per year. Said amount shall be deducted by the District from each
32 employee's October paycheck; the District shall send the total amount collected directly to the
33 chapter.
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35 D. Members shall be exempt from payment of dues during the last month of employment preceding
36 retirement.
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38 E. Membership dues are not refundable except in case of error resulting in an overpayment.
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1 **Section 3. Rights.**
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- 3 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
4 Association. Active discussion of Association affairs shall be encouraged and protected within
5 this Association.
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- 7 B. Members shall have the right to fair and democratic elections at all levels of the Association.
8 This includes due notice of nominations and elections, equal opportunities for competing
9 candidates, and proper election procedures which shall be specifically set forth.
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- 11 C. Members shall have an equal right to run and hold office.
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- 13 D. Members shall have the right to a full and clear accounting of all Association funds. At all levels
14 such accounting shall include, but not be limited to, periodic reports to the membership by
15 appropriate fiscal officers or by independent auditors not otherwise connected with the
16 Association, and a financial audit at least once a year which is made available to all members.
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- 18 E. Members shall have the right to full participation, through discussion and vote, in the decision
19 making processes of the Association and to pertinent information needed for the exercise of this
20 right.
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24 **ARTICLE IV**
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26 **Meetings**
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28 **Section 1.** General membership meetings of this Association shall be held as necessary at a time and
29 place to be fixed by the President/Co-Presidents or the Board of Trustees.
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31 **Section 2.** Special meetings may be called by the President/Co-Presidents, the Board of Trustees or by
32 petition filed with the President/Co-Presidents and signed by twenty percent (20%) of the members of
33 this Association.
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35 **Section 3.** The President/Co-Presidents shall provide at least five (5) days notification to all members
36 of any meeting called. However, said five (5) days notice may be waived by the Board of Trustees
37 provided that every reasonable effort is employed to notify the membership of the meeting.
38

39 **Section 4.** At any meeting of the membership of this Association, each member present shall be
40 entitled to one (1) vote. A member must be present to vote; no proxy vote will be allowed. A
41 minimum of twenty percent (20%) of the members must be present to constitute a quorum before any
42 Association business may be transacted.
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ARTICLE V

BOARD OF TRUSTEES

Section 1. The business and property of this Association shall be managed by a Board of Trustees, except when Chapter meetings of the Association are in session. All matters affecting the purposes, aims and means of accomplishing the purposes 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 Trustees.

Section 2. The Board of Trustees shall be composed of the officers (President/Co-Presidents, Vice President, Secretary, and Treasurer) and a unit representative elected by the unit from each of the following classifications:

1. Transportation
2. Food Service
3. Secretarial-Clerical
4. Custodial/Maintenance
5. Paraeducators
6. Technical Coordinator
7. Security Officer

Section 3. The term of office of the trustees of this Association shall be for a period of one (1) year, commencing September of each year.

Section 4. 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.

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

Section 6. Unexcused absence from three (3) consecutive meetings of the Board of Trustees shall be due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive absenteeism shall not require the quorum of six members.

Section 7. Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled as follows: in the event that such trustee is an officer, such selection shall be by the membership at large; all other trustees' vacancies shall be filled from the classification of which they are representatives. Such replacement trustee or officer shall serve during the unexpired term of the trustee or officer whose position has become vacant.

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ARTICLE VI

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1. The officers of this Association shall be a President/Co-Presidents, Vice President, Secretary, and Treasurer. The election of officers can be held during any general meeting. The new officers shall take office in September and shall serve a term of one (1) year.

Section 2. To be eligible for office, a member must be in good standing for one year immediately preceding the election.

Section 3. Nominations may be made by a nominating committee, but whether or not such nominating committee is used, nominations shall be permitted from the floor at a meeting held to elect officers.

Section 4. Officers 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) days advance notice shall be given the membership prior to the holding of the election. A member must be present to vote - no proxy vote will be allowed.

Section 5. Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee, contained in these Bylaws.

ARTICLE VII

DUTIES OF OFFICE

Section 1. President/Co-Presidents. The President/Co-Presidents shall preside at all General Membership and Board of Trustees meetings. The President/Co-Presidents shall have the right to participate or observe at all other meetings of this Association. The President/Co-Presidents shall supervise all activities of the Association; execute all instruments in its behalf; counter-sign all checks drawn against the funds of the Association, appoint all special committees of the Association subject to the approval of the Board of Trustees; report periodically to the membership regarding the progress and standing of the Association in regard to the President/Co-Presidents' official acts; will keep the President/Co-President-elect informed of all matters concerning chapter affairs on a timely basis; perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.

1 **Section 2. Vice President.** The Vice President shall act for the President/Co-President in the
2 President/Co-President's absence and perform such other acts as the President/Co-President or Board
3 of Trustees may direct. The Vice President may be authorized, by the Board of Trustees, to act as a
4 co-signer of checks drawn on the funds of the Association in place of or in addition to either the
5 President/Co-President or Secretary.
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7 **Section 3. Secretary.** It shall be the duty of the Secretary to keep all records of the Association, the
8 Board of Trustees, and to perform such other acts as the President/Co-President and Board of Trustees
9 may direct. The Secretary may be authorized, by the Board of Trustees, to act as a co-signer of checks
10 drawn on the funds of the Association.
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12 **Section 4. Treasurer.** The Treasurer shall receive and be accountable for all funds belonging to the
13 Association; pay all obligations incurred by the Association in payment as authorized by the Board of
14 Trustees; and shall render periodic financial reports at chapter meetings.
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18 ARTICLE VIII

19 **COMMITTEES**

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22 **Section 1. Grievance Committee.** It shall be the duty of the Grievance Committee to determine if a
23 grievance filed by a member of the bargaining unit is valid according to the Collective Bargaining
24 Agreement. If a grievance is valid, it must be a violation of a specific section of the Collective
25 Bargaining Agreement.
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- 27 A. The Grievance Committee shall be composed of the Vice President and one elected
28 classification representative from each classification. The Vice President shall chair the
29 committee.
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31 **Section 2. Negotiating Committee.** It shall be the duty of the Negotiating Committee to effectively
32 and forcefully represent the interests of the respective units and at the same time, the best interests of
33 the entire Association,
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- 35 A. The Negotiating Committee shall be composed of one elected classification representative from
36 each classification.
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38 B. The Committee shall elect its own Chairman.
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40 **Section 3. Conference Committee.** The duties of the Conference Committee shall be to discuss
41 appropriate matters, e.g., problems that arise during the year as they relate to the administration/
42 interpretation of the Collective Bargaining Agreement, with the School District Administration.
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- 44 A. The Conference Committee shall be composed of the President/Co-President and one (1)
45 member of each classification appointed by the President/Co-President.
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1 **Section 4. Other or Special Committees.** The President/Co-President shall designate special
2 committees the President/Co-President feels are necessary to carry out the objectives and purposes of
3 this Association.
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5 **Section 5. Scholarship Committee.** It shall be the duty of the Scholarship Committee to administer
6 the chapter scholarship(s). This committee shall review the required applications that are selected
7 from the LaConner Scholarship Foundation applications, select the recipient(s) and decide the amount
8 to be awarded per applicant. Scholarship applications shall be submitted no later than April 30. Any
9 timeline change shall be approved by a majority vote of the membership at a general chapter meeting
10 held prior to the April 30 deadline. Notification to the members of the proposed change must be five
11 (5) days in advance of the meeting at which the vote will take place. Notification can be by posting on
12 building bulletin boards, email and/or at a chapter meeting. The recipient(s) must be a LaConner
13 School District graduating senior who is a dependent of a PSE Member. PSE members who have
14 dependents that qualify for this scholarship are excluded from participating on this committee. If no
15 current PSE members have a dependent applicant, the Association can elect not to award a scholarship.
16 The Association shall decide each year as to the amount to be awarded. The Association shall forward
17 their awarded scholarship funds to the LaConner Scholarship Foundation.
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21 **ARTICLE IX**

22 **MISCELLANEOUS PROVISIONS**

23 **Section 1.** This Association shall be at all times subject to the provisions of the Articles of
24 Incorporation and Bylaws of the Public School Employees of Washington.
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26 **Section 2.** Except to the extent specified in the Bylaws, no officer of this Association shall have the
27 power to act as agent for, or otherwise bind this Association in any way whatsoever. No member or
28 group of members or any other person or persons shall have the power to act on behalf of or otherwise
29 bind the Association except to the extent specifically authorized in writing by the President or Board of
30 Trustees of the Association.
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32 **Section 3.** The latest edition of Robert's Rules of Order shall be the guide in all cases in which they
33 are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules
34 of this Association or of the Public School Employees of Washington.
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36 **Section 4.** This Association shall continue until a majority of all of the members vote to dissolve the
37 Association.
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ARTICLE X

AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds (2/3) majority vote at any general membership meeting, provided that a notice of intent to amend any specific provision is given to the members at least five (5) days prior to the meeting at which said vote is to be taken.

- Adopted October 2, 1969
Amended August 19, 1977
Bylaws revised February 17, 1988.
Amended January 1, 2004
Amended February, 25, 2010

Signed by
Andrea Schmittou, Chapter President