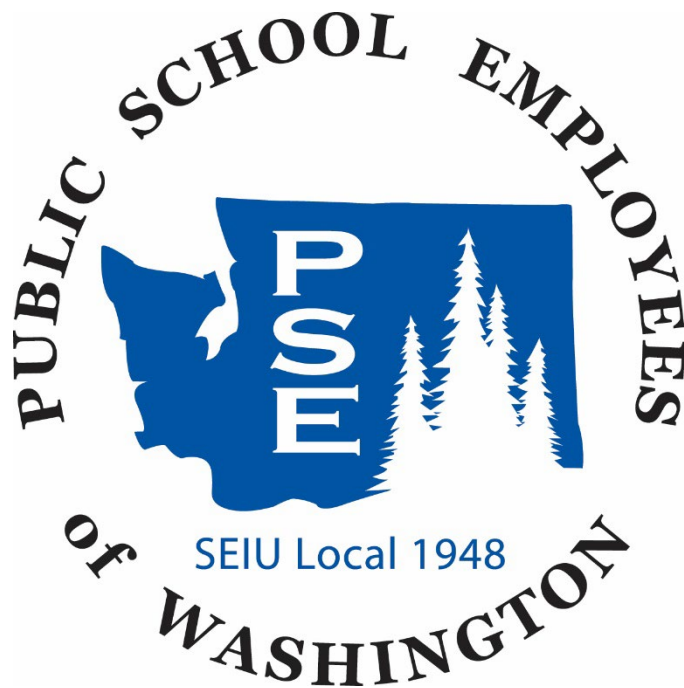


CHAPTER BYLAWS

(Amended October 10, 2023)

PUBLIC SCHOOL EMPLOYEES OF LAKEWOOD CHAPTER #1113



Public School Employees of Washington/SEIU Local 1948

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

2
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 both employees and citizens.

9
10 Collective bargaining is the expression of citizenship in employment. Participation in the political life of
11 the nation, State, local municipalities, and school district is but another aspect of that citizenship.

12
13 In the same way that we are organized to improve the terms and conditions of employment, we are
14 equally dedicated to exerting ourselves, individually and collectively, to fulfill the promise of American
15 life. Amidst unparalleled abundance, there should not be want.

16
17 We are under a solemn obligation to represent the members of this organization forcefully and
18 effectively in negotiations with the management of the Lakewood School District and to conduct internal
19 organizational affairs according to democratic standards.

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22 **ARTICLE I**

23
24 The name of this organization shall be the Public School Employees of Lakewood School District.

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27 **ARTICLE II**

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29 This local organization shall be affiliated with and be a chapter of the Public School Employees of
30 Washington. This organization was chartered by Public School Employees of Washington on December
31 4, 1972.

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34 **ARTICLE III**

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36 The objectives and purposes of this organization are:

- 37
38 A. To carry out and assist on a local basis the objectives and purposes of the Public School
39 Employees of Washington.
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41 B. To promote the organization of Public School Employees in the Lakewood School District.
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43 C. To promote the welfare of the membership and the classified employees of the Lakewood School
44 District, and to provide a voice in the determination of the terms and conditions of employment.
45 We are committed to the process of collective bargaining as a desirable, democratic and effective
46 method to achieve this.
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- D. 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 classified employees of Lakewood School District.
- E. 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.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

ARTICLE IV

MEMBERSHIP

Section 1. Except as otherwise provided in these Bylaws, any person, without regard to race, creed, color, national origin, sex, or political belief, who meets the requirements hereinafter listed shall be eligible for membership.

All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in Lakewood School District and who are members of the Public School Employees of Washington, are eligible for membership in the organization.

Section 2. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organizational affairs shall be encouraged and protected within this organization.
- B. Members shall have the right to fair and democratic elections at all levels of the organization. This includes due notice of nominations and elections, equal opportunities for competing candidates and proper election procedures which shall be specifically set forth.
- C. 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.”
- D. 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.
- E. 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.



1
2 **Section 3. Dues.**

- 3 A. Dues Authorization Card. Dues shall be authorized by each employee by signing the dues
4 authorization card supplied by Public School Employees of Washington.
5
6 B. Public School Employees of Washington (State) Dues. The current State dues are one point five
7 percent (1.5%) of gross monthly income.
8
9 C. The Lakewood School District is authorized to deduct four dollars (\$4.00) monthly from all
10 member's gross earnings; such deductions shall be deposited in the bank account of PSE of
11 Lakewood. The purpose of such deductions is to support the cost of local organization
12 administration.
13
14 D. The officers of this organization shall receive the following:
15 • President: One thousand five hundred dollars (\$1,500) per year.
16 • Vice President: One thousand dollars (\$1,000) per year.
17 • Secretary: Nine hundred dollars (\$900) per year.
18 • Treasurer: Seven hundred dollars (\$700) per year.
19
20 E. Payment to officers shall be made each August. Officers must attend all scheduled meetings to
21 receive full payment.
22
23 F. Membership dues are not refundable except when an error resulting in an overpayment exists.
24
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27 **ARTICLE V**
28

29 **Section 1.** General membership meetings of this organization shall be held at least four (4) times
30 annually at a time and place to be fixed by the membership or the Board of Trustees.
31

32 **Section 2.** Special meetings may be called by the President, the Board of Trustees, or by petition filed
33 with the President and signed by twenty percent (20%) of the members of this organization.
34

35 **Section 3.** The President shall provide at least five (5) days notification to all members of any meeting
36 called. However, five (5) days notice may be waived by the Board of Trustees provided that every
37 reasonable effort is employed to notify the membership of the meeting.
38

39 **Section 4.** At any meeting of the membership of this organization, 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 minimum
41 of ten (10) members must be present to constitute a quorum before any organization business may be
42 transacted.
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ARTICLE VI
MANAGEMENT

Section 1. The business and property of this organization shall be managed by a Board of Trustees, except when the meetings of the organization are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of this organization, 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 President, Vice President, Secretary, Treasurer and a unit representative elected by the unit from each of the following classifications of employees of the school district if represented by the local Public School Employees organization:

Classifications:

1. Transportation
2. Food Service
3. Custodial
4. Maintenance
5. Paraeducators
6. ECEAP
7. Nurses
8. Specialist
9. Other units requesting further affiliation.

Section 3. The term of office of the trustees of this organization shall be for a period of one (1) year from the date of election.

Section 4. The Board of Trustees shall hold regular meetings each month, and such special meetings as the President or the Board shall deem necessary for the competent management of affairs of the organization.

Section 5. 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 6. Any trustee may be removed from office by a two-thirds (2/3) vote of the membership at any regular or special meetings of the organization. Notice of the proposed removal 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 must state the cause for the proposed removal.

Section 7. Unexcused absences from four (4) 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 two-thirds (2/3) vote of the membership.

Section 8. Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled by the remaining trustees. In the event that such trustee is an officer, such selection shall

1 be from the membership at large. All other trustees' vacancies shall be filled from the classification of
2 which they are representatives. Such appointee shall serve during the unexpired term of the trustees
3 whose position has become vacant.
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5 6 ARTICLE VII

7 8 OFFICERS, NOMINATIONS AND ELECTIONS

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10 **Section 1.** The officers of this organization shall be a President, a Vice President, a Secretary and a
11 Treasurer. All officers shall be elected for a term of one (1) year. Elections shall be held at the first
12 general membership meeting of the school year.
13

14 **Section 2.** Nominations may be made by the nominating committee, but whether or not such
15 nominating committee is used, nominations shall be permitted from the floor at the meeting held to elect
16 officers.
17

18 **Section 3.** To be eligible for office, a member must be in good standing for one (1) year immediately
19 preceding the election, except in the initial election held in this organization, and must qualify under the
20 Provisions of Article IV, Section 2C.
21

22 **Section 4.** Officers shall be elected by secret ballot vote, and the balloting shall be conducted as to
23 afford all members a reasonable opportunity to vote. At least ten (10) days' advance notice shall be
24 given the membership prior to the holding of the election.
25

26 **Section 5.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer
27 and trustee contained in these Bylaws.
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30 ARTICLE VIII

31 32 DUTIES OF OFFICERS

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34 **Section 1. President.** The President shall preside at all meetings of the organization and of the Board
35 of Trustees. The President shall supervise all activities of the organization; execute all instruments in its
36 behalf; counter-sign all checks drawn against the fund of the organization; appoint all special
37 committees of the organization subject to the approval of the Board of Trustees; report periodically to
38 the membership regarding the progress and standing of the organization in regard to the President's
39 official acts; and perform all other duties as prescribed in the Bylaws and perform such other duties
40 usually inherent in such office.
41

42 **Section 2. Vice President.** The Vice President shall act for the President in the President's absence and
43 perform such other acts as the President or Board of Trustees may direct. The Vice President may
44 be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the
45 organization in place of or in addition to either the President or Secretary.
46

47 **Section 3. Secretary.** It is the duty of the Secretary to keep all records of the organization, the Board of
48 Trustees, and perform other official functions as the President and Board of Trustees may direct.

1
2 **Section 4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies
3 belonging to the organization; pay all obligations incurred by the organization in payment as authorized
4 by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees;
5 and such money shall be withdrawn only by checks signed by the President and/or Vice President and
6 the Treasurer; and shall render periodic financial reports as required by the Board of Trustees or by the
7 membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all
8 properties of the organization.

9
10 **Section 5.5.6. Trustee.** A Trustee shall represent the classification of employees which elected them
11 and express to the Board of Trustees the needs, desires, and concerns of the members in their
12 classification. They will be responsible, along with the Grievance Committee, for advising an employee
13 about their contractual rights.

14 15 16 ARTICLE IX

17 18 MISCELLANEOUS PROVISIONS

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20 **Section 1.** This organization shall be, at all times, subject to the provisions of the Articles of
21 Incorporation and Bylaws of the Public School Employees of Washington.

22
23 **Section 2.** Except to the extent specified in the Bylaws, no officer of this organization shall have the
24 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or
25 group of members of any other person or persons shall have the power to act on behalf of or otherwise
26 bind the organization except to the extent specifically authorized in writing by the President or Board of
27 Trustees of the organization.

28
29 **Section 3.** The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are
30 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this
31 organization or of the Public School Employees of Washington.

32 33 34 ARTICLE X

35 36 COMMITTEES AND DELEGATES

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38 **Section 1. Grievance Committee.** A Grievance Committee shall be composed of the President or
39 Vice President and at least one (1) unit representative from each represented unit of the organization.

40
41 **Section 2. Negotiating Committee.** A Negotiating Committee shall be selected by the Board of
42 Trustees. They shall be authorized to recommend a working contract.

43
44 **Section 3. Other Or Special Committees.** The Board of Trustees shall designate such special
45 committees as they determine necessary in the carrying out of the objectives and purposes of this
46 organization.

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48 **Section 4. Convention Delegates.** Delegates shall be selected by the membership.

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ARTICLE XI

AMENDMENTS

Section 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) days prior to the meeting at which said vote is to be taken.

Signed: *Sara LeTellier*
Sara LeTellier, Chapter President

Date: October 10, 2023

Adopted by Membership December 12, 1978
Amended September 1, 2008
Amended July 16, 2021
Amended October 10, 2023

