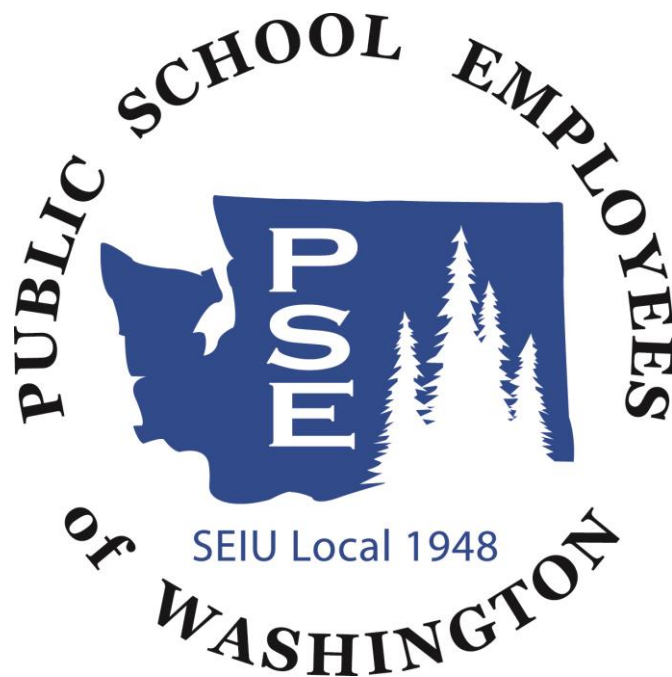


CHAPTER BYLAWS

LAKEWOOD OP PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948

www.pseclassified.org

PO Box 798

Auburn, WA 98071-0798

(866) 820-5652

1 **PREAMBLE**

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 of
6 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 equally
14 dedicated to exert ourselves, individually and collectively, to fulfill the promise of American life. Amidst
15 unparalleled abundance, there should not be want.

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

20
21 THEREFORE, we, the Office Personnel classified school employees of Lakewood School District, in
22 meeting, adopt these Bylaws this 13th day of July, 1992.

23
24
25 **ARTICLE I**

26
27
28 The name of this organization shall be the Public School Employees of Lakewood – Office Personnel.

29
30
31 **ARTICLE II**

32
33
34 This local organization shall be affiliated with and be a chapter of the Public School Employees of
35 Washington. This organization was chartered by Public School Employees of Washington on
36 February 5, 1992.

37
38
39 **ARTICLE III**

40
41
42 This organization shall continue until a majority of all of the members vote to dissolve the organization.

43
44
45 **ARTICLE IV**

46
47
48 The objectives and purposes of this organization are:

- 1
- 2 A. To carry out and assist on a local basis the objectives and purposes of the Public School
- 3 Employees of Washington.
- 4
- 5 B. To promote the organization of Office Personnel employees in the Lakewood School District.
- 6
- 7 C. To promote the welfare of the membership and the Office Personnel classified employees of the
- 8 Lakewood School District, and to provide a voice in the determination of the terms and conditions
- 9 of employment. We are committed to the process of collective bargaining as a desirable,
- 10 democratic and effective method to achieve this.
- 11
- 12 D. To promote and provide systematic and effective employee management through collective
- 13 bargaining; to confer and negotiate in good faith, with respect to grievance procedures and
- 14 collective negotiations on personnel matters, including wages, hours and working conditions,
- 15 vacations, holidays and other conditions of employment for the Office Personnel classified
- 16 employees of Lakewood School District.
- 17
- 18 E. Both as members and as citizens, we shall also employ available legislative and political action to
- 19 establish adequate financial provisions for the improvement of public school education and
- 20 equitable consideration for the classified school employees from the State Legislators.
- 21
- 22 F. To establish better fellowship and understanding among classified school employees and to strive
- 23 for their overall betterment through training, legislation and Association benefits.
- 24
- 25
- 26

27 **ARTICLE V**

28 **MEMBERSHIP**

29 **Section 5.1. Eligibility.**

30 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national
 31 origin, sex or political belief, who meets the requirements hereinafter listed shall be eligible for
 32 membership.
 33

- 34
- 35
- 36 A. All persons regularly employed as a classified Office Personnel school employee (as defined by
- 37 the Public School Employees of Washington) by or in Lakewood School District, and who are
- 38 members of the Public School Employees of Washington, are eligible for membership in the
- 39 organization.
- 40

41 **Section 5.2. Local Dues.**

- 42
- 43 A. Application for membership shall be made on a standard application form provided by the Board
- 44 of Trustees, including a valid authorization for payroll deduction of dues (PSE dues/authorization
- 45 card).
- 46
- 47 B. Local dues of this organization shall be ten dollars (\$10.00) per school year commencing
- 48 school year 1992-93.

1 C. Membership dues shall be payable via payroll deduction, annually, concurrent with the October
2 payroll. Persons hired after the October payroll preparation shall have a proportional amount
3 deducted for the balance of the school year. Any member who fails to authorize deduction of dues
4 shall be considered delinquent and upon failure to authorize payment of dues for two (2)
5 successive months, shall stand suspended. Persons authorizing deduction shall, for as long as they
6 continue to pay through such payroll deduction, be considered to be in good standing.
7

8 **Section 5.3. State Dues.**
9

- 10 A. Application for membership shall be made on a standard application form provided by the Board
11 of Trustees, including a valid authorization for payroll deduction of dues (PSE dues/authorization
12 card).
13
14 B. State dues shall be as directed by the State Bylaws of Public School Employees of Washington.
15
16 C. When a member is unemployed for more than twenty (20) days in any calendar month and does
17 not receive unemployment compensation or sick pay or other remuneration, they may be entitled
18 to credit for dues for the period of unemployment, not to exceed six (6) months in any calendar
19 year.
20
21 D. Membership dues are not refundable except where an error resulting in an overpayment exists.
22

23 **Section 5.4. Rights.**
24

- 25 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
26 organization. Active discussions of organization affairs shall be encouraged and protected within
27 this organization.
28
29 B. Members shall have the right to fair and democratic elections at all levels of the organization. This
30 includes due notice of nominations and elections, equal opportunities for competing candidates,
31 and proper election procedures which shall be specifically set forth.
32
33 C. Members shall have an equal right to run and hold office, except those persons set forth in
34 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or
35 appropriate State regulatory agencies as being a "supervisory employee."
36
37 D. Members shall have the right to a full and clear accounting of all organizational funds. At all
38 levels such accounting shall include, but not be limited to, periodical reports to the membership by
39 appropriate fiscal officers or by independent auditors not otherwise connected with the
40 organization, and a financial audit at least once a year which is made available to all members.
41
42 E. Members shall have the right to full participation, through discussion and vote, in the decision
43 making processes of the organization and to pertinent information needed for the exercises of this
44 right.
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 VI

MEETINGS

Section 6.1.

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

Section 6.2.

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 of this organization.

Section 6.3.

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 6.4.

At any meeting of the membership of this organization, each member 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 organization business may be transacted. Secret ballot voting shall take place for any contractual change or modification proposed for adoption. However, once each year the membership may elect to vote by mail for any contractual change or modification proposed for adoption.

ARTICLE VII

MANAGEMENT

Section 7.1.

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 7.2.

The Board of Trustees shall be composed of the President, Vice President, and the Secretary/Treasurer.

Section 7.3.

The Board of Trustees shall hold meetings on call as the President or the Board shall deem necessary for the competent management of affairs of the organization.

Section 7.4.

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. Two (2) members of the Board of Trustees shall constitute a quorum.

1 **Section 7.5.**

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

7 **Section 7.6.**

8 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause for
9 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 7.7.**

13 Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be
14 filled by the membership at large. Such replacement shall serve during the unexpired term of the trustee
15 whose position has become vacant.
16
17
18

19 **ARTICLE VIII**

20 **OFFICERS, NOMINATIONS AND ELECTIONS**

21 **Section 8.1.**

22 The officers of this organization shall be a President, a Vice President, and a Secretary/Treasurer. All
23 officers shall be elected for a term of one (1) year, commencing February, 1993. Officers elected in 1992
24 shall serve through January, 1993.
25
26
27

28 **Section 8.2.**

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

32 **Section 8.3.**

33 To be eligible for office, a member must be in good standing for one (1) year immediately preceding the
34 election, except in the initial election held in this organization, and must qualify under the provisions of
35 Article V, Sections 1 and 4-C.
36

37 **Section 8.4.**

38 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
39 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
40 membership prior to the holding of the election.
41

42 **Section 8.5.**

43 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee,
44 contained in these Bylaws.
45

46 **Section 8.6.**

47 Vacancies among the elected officers shall be governed by the same procedure outlined in Article VII,
48 Section 7 herein.

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 IX

DUTIES OF OFFICERS

Section 9.1. President.

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

Section 9.2. Vice President.

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

Section 9.3. Secretary/Treasurer.

It shall be the duty of the Secretary/Treasurer to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct. The Secretary/Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice President and the Secretary/Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the organization.

ARTICLE X

MISCELLANEOUS PROVISIONS

Section 10.1.

This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington.

Section 10.2.

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

Section 10.3.

The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are applicable,

DATE: September 30, 1998

1
2
3
4