

CHAPTER BYLAWS

LOPEZ ISLAND



Public School Employees Of Washington / SEIU Local 1948
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TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I ASSOCIATION NAME	1
ARTICLE II OBJECTIVES AND PURPOSES	1
ARTICLE III MEMBERSHIP	2
ARTICLE IV MEETINGS	3
ARTICLE V BOARD OF TRUSTEES	4
ARTICLE VI OFFICERS, NOMINATIONS AND ELECTIONS	4
ARTICLE VII DUTIES OF OFFICERS	5
ARTICLE VIII COMMITTEES	6
ARTICLE IX MISCELLANEOUS PROVISIONS	7
ARTICLE X AMENDMENTS	7

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.

5
6 We are under a solemn obligation to represent the members of this Association forcefully and effectively
7 in negotiations with the Lopez Island School District and to conduct internal Association affairs according
8 to democratic standards.

9
10 Therefore, we, the classified school employees of Lopez Island School District, in meeting, adopt these
11 Bylaws.

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

15 **A S S O C I A T I O N N A M E**

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18
19 The name of this Association shall be the Public School Employees of Lopez Island School District. This
20 Association shall be affiliated with and be a chapter of the Public School Employees of Washington. This
21 Association was chartered by Public School Employees of Washington on November 9, 1981.

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24 **A R T I C L E II**

25 **O B J E C T I V E S A N D P U R P O S E S**

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

31
32 Promote the Association of Public School Employees in the Lopez Island School District.

33
34 Promote the welfare of the classified employees of the Lopez Island School District, and provide a voice
35 in the determination of the terms and conditions of employment. We are committed to the process of
36 collective bargaining as a desirable, democratic and effective method to achieve this.

37
38 Promote and provide systematic, effective employee management through collective bargaining; confer
39 and negotiate in good faith with respect to grievance procedures, personnel matters, wages, hours,
40 working conditions, vacations, holidays and other conditions of employment for the classified employees
41 of Lopez Island School District.

42
43 Employ available legislative and political means of establishing adequate financial provisions for the
44 improvement of public school education and equitable consideration for classified school employees from
45 the State Government.

46
47 Establish better fellowship and understanding among classified school employees and strive for their
48 overall betterment through training, legislation and Association benefits.



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ARTICLE III

MEMBERSHIP

Section 1. Eligibility.

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.

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in Lopez Island School District, and who are members of the Public School Employees of Washington, are eligible for membership in this Association.

Section 2. Dues.

- A. Application for membership shall be made on a standard application form provided by Public School Employees of Washington.
- B. Dues shall be in accordance with the current Bylaws of Public School Employees of Washington. Members who object to the use of dues for political activity, or with the political purposes for which said dues may be used, may, once a year between July 1 and July 30, demand that dues so used be refunded (dues for this purpose amount to .2% of your monthly gross income).
- C. Members shall be exempt from payment of dues during the last month of employment preceding retirement.
- D. Effective September 1, 2010, the school district is authorized to deduct \$5.00 per month from all members' monthly gross earnings; such deduction shall be deposited in the Public School Employees of Lopez Island Treasury. The purpose of the deduction is to compensate chapter officers for their service to the bargaining unit.

Membership dues are not refundable except in case of error resulting in an overpayment.

Section 3. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this Association. Active discussion of Association affairs shall be encouraged and protected.
- B. Members shall have the right to fair and democratic elections at all levels of the Association. 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.
- D. Members shall have the right to a full and clear accounting of all Association funds. At all levels such accounting shall include, but not be limited to, periodic reports to the membership by appropriate fiscal officers or by independent auditors not otherwise connected with the Association.

1 E. Members shall have the right to full participation, through discussion and vote, in the decision
2 making processes of the Association and to pertinent information needed for the exercise of this
3 right.
4

7 ARTICLE IV

9 MEETINGS

11 **Section 1.**

12 General membership meetings of this Association shall be held when necessary.
13

14 **Section 2.**

15 Special meetings may be called by the President, the Board of Trustees or by petition filed with the
16 President and signed by twenty percent (20%) of the members of this Association.
17

18 **Section 3.**

19 The President shall provide at least five (5) days notification to all members of any meeting called.
20 However, said five (5) days notice may be waived by the Board of Trustees provided that every
21 reasonable effort is employed to notify the membership of the meeting.
22

23 **Section 4.**

24 At any meeting of this Association, a minimum of three (3) members must be present to constitute a
25 quorum before any Association business may be transacted. At any meeting of this Association each
26 member shall be entitled to one (1) vote. Voting shall be by each member present, in person, and voting
27 by proxy shall not be allowed. The only exception to requirement of being present and voting in person
28 shall be for a vote on a contract change as defined in Section 5 and Section 6 of this Article.
29

30 **Section 5.**

31 Voting that relates specifically and solely to contract changes shall be considered a special vote and the
32 only exception to the requirement of being present and voting in person. For any contract change an
33 absent ballot shall be provided each member.
34

35 **Section 6.**

36 Two meetings shall be required for any tentatively approved contract change. The first contract meeting
37 shall be used to explain the contract change and discuss it. The second contract meeting shall be used for
38 voting on the tentatively approved contract change. Absentee contract ballots must be signed and
39 returned to the President prior to the time of the second contract meeting.
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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 President, the Vice President, the Secretary-Treasurer, and one elected member.

Section 3.

The Board of Trustees shall hold such meetings as the President or Vice President deem necessary for the competent management of affairs of the Association. 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.

ARTICLE VI

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1.

The officers of this Association shall be a President, Vice President, and Secretary-Treasurer.

Section 2.

To be eligible for office, a member must be in good standing for one (1) year immediately preceding the election. Good standing shall require that a member will have attended all regular and special meetings of the Association in the immediately preceding year, with no more than two (2) excused absences.

Section 3.

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 five (5) days advance notice shall be given the membership prior to the holding of the election.

Section 4.

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

Section 5.

Any 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 officer must be given to the officer five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the officer must state the cause for the proposed removal.

1 **Section 6.**

2 Any officer vacancies shall be filled by the membership at large. Such replacement officer shall serve
3 during the unexpired term of the officer whose position has become vacant.

4
5 **Section 7.**

6 The election of officers and elected committee members shall occur each year at a general meeting in
7 September, called for the purpose of elections.

8
9 **Section 8.**

10 All terms of office shall be one year. Voting for officers and committee members shall be by each
11 member present, in person, and voting by proxy shall not be allowed.

12
13 **Section 9.**

14 Members who are nominated and/or elected must be present, in person, at the election meeting and
15 confirm that they are willing to serve if elected.

16
17 **Section 10.**

18 The transfer of offices shall occur at the end of the elections meeting, unless the contract negotiations
19 have not been concluded. If negotiations are still in process, the transfer of offices shall be delayed and
20 shall occur immediately upon final formal approval of the contract by both parties.

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24 **ARTICLE VII**

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26 **DUTIES OF OFFICERS**

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28 **Section 1. President.**

29 The President shall preside at all General Membership and Board of Trustees meetings. The President
30 shall have the right to participate or observe at all other meetings of this Association. The President shall
31 supervise all activities of the Association; execute all instruments in its behalf; appoint all special
32 committees of the Association subject to the approval of the Board of Trustees; report periodically to the
33 membership regarding the progress and standing of the Association in regard to the President's official
34 acts; keep the President-Elect informed of all matters concerning chapter affairs on a timely basis;
35 perform all other duties as prescribed in the Bylaws and perform such other duties usually inherent in
36 such office.

37
38 **Section 2. Vice President.**

39 The Vice President shall act for the President's absence and perform such other duties as the President
40 may direct.

41
42 **Section 3. Secretary-Treasurer.**

43 The Secretary shall ensure that the minutes of general membership meetings and Board of Trustee
44 meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the chapter, the
45 Board of Trustees, and to perform such other official functions as the President and Board of Trustees
46 may direct. The Treasurer shall receive and be accountable for all funds and monies belonging to the
47 chapter, pay all obligations incurred by the chapter as authorized by the Board of Trustees, keep an
48 accurate record of receipts and disbursements, and maintain bank accounts and depositories designated

1 by the Board of Trustees. Such money shall be withdrawn only by checks signed by the President
2 and/or Vice President and the Treasurer. The Treasurer shall render periodical financial reports as
3 required.
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7 ARTICLE VIII

8 COMMITTEES

9 Section 1. Grievance Committee.

10 It shall be the duty of the Grievance Committee to determine if a grievance filed by a member of the
11 bargaining unit is valid according to the Collective Bargaining Agreement. If a grievance is valid, it must
12 be a violation of a specific section of the Collective Bargaining Agreement.
13
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- 15
- 16 A. The Grievance Committee shall have three members and shall be composed of the President, Vice
17 President, and one appointed member from the job classification the grievance is coming from
18 unless the only member of that classification is the grieving member. The third member shall be
19 appointed by the President subject to the approval of the Board of Trustees.
20
 - 21 B. The Committee shall elect its own Chairman.
22

23 Section 2. Negotiating Committee.

24 It shall be the duty of the Negotiating Committee to effectively and forcefully represent the interests of the
25 respective units and at the same time, the best interests of the entire Association.
26

- 27 A. The Negotiating Committee shall be composed of the President, the Vice President, and two other
28 members elected by the general membership.
29
- 30 B. The Committee shall elect its own Chairman.
31

32 Section 3. Conference Committee.

33 It shall be the duty of the Conference Committee to meet with the Superintendent and/or the
34 Superintendent's representative on a mutually agreeable regular basis to discuss appropriate matters.
35

- 36 A. The Conference Committee shall be composed of the President, the Vice President, and one other
37 member of the Association.
38
- 39 B. The third member of the Conference Committee shall be appointed by the President, subject to the
40 approval of the Board of Directors.
41
- 42 C. The third member shall be a rotating appointment, appointed specifically for each meeting as
43 appropriate for the major topic of discussion for that meeting.
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45 Section 4. Other Or Special Committees.

46 The President shall designate special committees (subject to Board of Trustees approval) as are necessary
47 to carry out the objectives and purposes of this Association.
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ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 1.

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

Section 2.

Except to the extent specified in the Bylaws, no officer of this Association shall have the power to act as agent for, or otherwise bind this Association 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 Association except to the extent specifically authorized in writing by the President or Board of Trustees of the Association.

Section 3.

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

Section 4.

This Association shall continue until a majority of all of the members vote to dissolve the Association.

Section 5.

Proposals regarding collective bargaining directed to the District and tentatively approved, negotiated agreements shall be submitted to the membership for approval at general or special membership meetings called for those purposes.

ARTICLE X

AMENDMENTS

Section 1.

These Bylaws may be amended by a majority vote at any regular or special meeting thereof; 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. Voting for Bylaw amendments shall be by each member present, in person, and voting by proxy shall not be allowed. Bylaw amendments shall become effective immediately upon their approval.

/signed by/

Teri Linneman, Chapter President

Adopted November 24, 1981
Bylaws revised May 19, 1988
Bylaws revised December 12, 1994
Bylaws revised March 27, 1996
Bylaws revised July 28, 1999
Bylaws revised December 2, 2010
Bylaws revised August 10, 2011
Chapter Bylaws
PSE of Lopez Island

