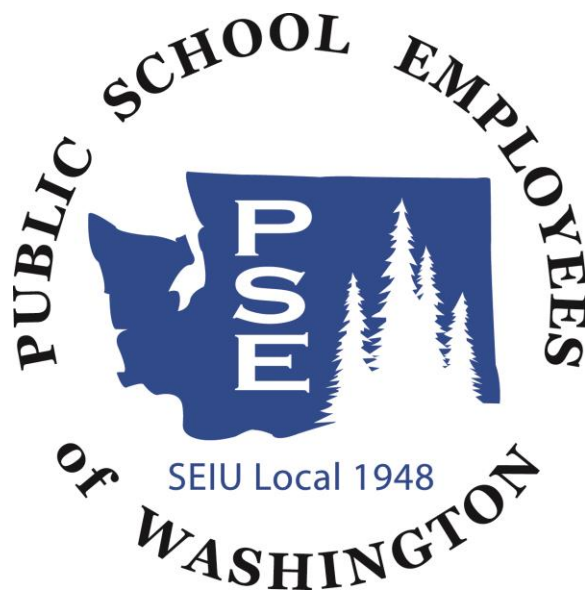


CHAPTER BYLAWS

PSE OF
LYLE



PSE/SEIU Local 1948
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P R E A M B L E

A. VISION.

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

We also organize in order to participate in the decisions which affect us 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 Lyle School District and to conduct internal organizational affairs according to democratic standards.

THEREFORE, we, the classified school employees of Lyle School District, in meeting, adopt these Bylaws this 22nd day of March 1976.

B. NAME.

The name of this organization shall be the Public School Employees of Lyle School District. This local organization shall be affiliated with and be a chapter of the PSE/SEIU Local 1948. This organization was chartered by Public School Employees of Washington on February 28, 1973. This organization shall continue until a majority of all of the members vote to dissolve the organization.

C. OBJECTIVE.

The objectives and purposes of this organization are:

- a. To carry out and assist on a local basis the objectives and purposes of the PSE/SEIU Local 1948.
- b. To promote the organization of Public School Employees in the Lyle School District.
- c. To promote the welfare of the membership and the classified employees of the Lyle 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.

- 1 d. To promote and provide systematic and effective employee management through
2 collective bargaining; to confer and negotiate in good faith, with respect to
3 grievance procedures and collective negotiations on personnel matters, including
4 wages, hours and working conditions, vacations, holidays and other conditions of
5 employment for the classified employees of Lyle School District.
6
- 7 e. Both as members and as citizens, we shall also employ available legislative and
8 political action to establish adequate financial provisions for the improvement of
9 public school education and equitable consideration for the classified school
10 employees from the State Legislators.
11
- 12 f. To establish better fellowship and understanding among classified school employees
13 and to strive for their overall betterment through training, legislation and
14 Association benefits.
15

16 **D. VALUES.**

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18 Recognizing the needs of members and PSE staff, we are committed to the following values:
19

- 20 ● Striving for excellence and demonstrating pride in our work.
- 21 ● Providing high-quality service.
- 22 ● Recognizing individual worth.
- 23 ● Supporting creativity, innovation, and constructive changes in the organization.
- 24 ● Embodying honesty and integrity in our conduct and relationships with others.
- 25 ● Demonstrating a high level of social responsibility.
26

27 **E. CODE OF CONDUCT.**

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29 Consistent with our values listed above, we are committed to the following code of conduct:
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- 31 ● Open, honest communication.
- 32 ● Maintain a work environment based on trust and concern for the rights and welfare of
33 others.
- 34 ● Treat others fairly- with dignity, respect, and equality.
- 35 ● Demonstrate accountability for our performance, actions, and behavior.
- 36 ● Do the professional, technical, organizational, and ethically ‘right’ thing as opposed to the
37 easy, popular, or politically expedient thing.
- 38 ● Freedom of speech, and active discussions of organization affairs shall be encouraged and
39 protected within this organization.
- 40 ● Any acts or threats of discrimination, intimidation, coercion, harassment, bribery, or
41 violence are absolutely unacceptable and will not be tolerated.
- 42 ● Any behavior seeking to harm or undermine the values, goals, or operations of PSE, its
43 parent union, or any of its local chapters is absolutely unacceptable and will not be
44 tolerated.
- 45 ● Comply with all local, state, and federal laws.
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ARTICLE I

MEMBERSHIP

Section 1.1. 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.

Section 1.2. Active Member.

- A. All persons regularly employed as a classified school employee (as defined by the PSE/SEIU Local 1948) by or in Lyle School District, and who are members of the PSE/SEIU Local 1948, are eligible for membership in the organization.
- B. Active members who are paying dues through a system of regular payroll deduction shall, for as long as they continue to pay through such payroll deductions, be considered to be in good standing.

Section 1.3. 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, completed their probationary period 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.

Section 1.4. Free Riders.

Any member who opts out of payment of regular dues, shall be characterized as a free rider and shall be entitled only to those rights and privileges as set forth in PSE policy and bylaw. Free-riders shall not be entitled to hold any local or state office, attend local or state meetings, vote for local or state leaders or vote for ratification of collective bargaining agreements. In addition, free-riders may not attend any PSE sponsored functions.

Section 1.5. Dues.

- A. State Dues. State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.
- B. Chapter Rebates. Dues rebates from the State organization shall be received by the Chapter in accordance with the provisions of the State Bylaws.
- C. Local Dues. Local membership dues shall be two dollars (\$2.00) per month, September through May. Local dues shall be paid monthly to the Chapter Secretary-Treasurer not later than the fifteenth (15th) of the month, or by payroll deduction. When a member is off work for more than twenty (20) days in any calendar month and does not receive unemployment compensation, sick pay, or other remuneration,

1 they may be entitled to credit for Chapter dues for the period of unemployment, not
2 to exceed six (6) months in any calendar year.

- 3
4 D. Refunds. Membership dues are not refundable except where an error resulting in an
5 overpayment exists.
6

7 **Section 1.6. Rights.**
8

- 9 A. Members in good standing shall have the right to fair and democratic elections at all
10 levels of the organization. This includes due notice of nominations and elections,
11 equal opportunities for competing candidates, and proper election procedures which
12 shall be specifically set forth.
13
14 B. Members in good standing shall have an equal right to run and hold office, except
15 those employees classified either by State statute or appropriate State regulatory
16 agencies as being a "supervisory employee."
17
18 C. Members in good standing shall have the right to a full and clear accounting of all
19 organizational funds. At all levels such accounting shall include, but not be limited
20 to, periodical reports to the membership by appropriate fiscal officers or by
21 independent auditors not otherwise connected with the organization, and a financial
22 audit at least once a year which is made available to all members in good standing.
23
24 D. Members in good standing shall have the right to full participation, through
25 discussion and vote, in the decision-making processes of the organization and to
26 pertinent information needed for the exercises of this right.
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30 **A R T I C L E II**

31 **MEETINGS**
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34 **Section 2.1.**

35 General membership meetings of this organization shall be held at least two (2) times annually at a
36 time and place to be fixed by the membership or the Board of Trustees. Free riders are not
37 permitted to attend general membership meetings,
38

39 **Section 2.2.**

40 Special meetings may be called by the President, the Board of Trustees, or by petition filed with
41 the President and signed by twenty percent (20%) of the members of this organization.
42

43 **Section 2.3.**

44 The President shall provide at least five (5) days notification to all members in good standing of
45 any meeting called. However, said five (5) days notice may be waived by the Board of Trustees
46 provided that every reasonable effort is employed to notify the membership of the meeting.
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1 **Section 2.4.**

2 At any meeting of the membership of this organization, each member present shall be entitled to
3 one vote. A member must be present to vote - no proxy vote will be allowed. A minimum of
4 five (5) members must be present to constitute a quorum.
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8 **ARTICLE III**

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10 **MANAGEMENT**
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12 **Section 3.1.**

13 The business and property of this organization shall be managed by a Board of Trustees, except
14 when the meetings of the organization are in session. All matters affecting the purposes, aims and
15 means of accomplishing the purposes of this organization, not specifically provided for in these
16 Bylaws or by action of the members at a regular or special meeting shall be decided by the Board
17 of Trustees.
18

19 **Section 3.2.**

20 The Board of Trustees shall be composed of the President, Vice President, Secretary-Treasurer,
21 and a unit representative elected by the unit. PSE field staff shall work closely with the chapter in
22 an advisory position. All decisions governing the business of the local chapter shall be the sole
23 responsibility of the elected officials and membership of the chapter.
24

25 **Section 3.3.**

26 The term of office of the trustees of this organization shall be for a period of one (1) year from the
27 date of election.
28

29 **Section 3.4.**

30 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the
31 Board. All voting at meetings of the Board of Trustees shall be by each member present in person
32 and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees
33 shall constitute a quorum.
34

35 **Section 3.5.**

36 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership in
37 good standing at any regular or special meeting of the membership of the organization. Notice of
38 the proposed removal of the trustee must be given to the trustee five (5) days prior to the date of
39 the meeting at which the removal is to be voted upon. Such notice to the trustee must state the
40 cause for the proposed removal. Each written notice must contain a clear statement of the specific
41 charges against the respondent. Grounds for removal shall be serious misconduct, such as criminal
42 acts, advancement of the interests of another union or organization to the detriment of PSE, willful
43 refusal to perform the duties of office, Code of Conduct violations, or gross incompetence. Mere
44 disagreement with the policies or positions of the respondent shall not be grounds for recall.
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1 **Section 3.6. Media.**

2 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries to
3 individual board members about matters of chapter concern should be referred to the chapter
4 president. Inquiries about a position of PSE on any matter of statewide concern or specific
5 legislation should be referred to the executive director at state headquarters.
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9 **A R T I C L E I V**

10 **OFFICERS, NOMINATIONS AND ELECTIONS**

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13 **Section 4.1.**

14 The officers of this organization shall be a President, a Vice President, and a Secretary-Treasurer.
15 All officers shall be elected for a term of one year.
16

17 **Section 4.2.**

18 Nominations shall be permitted from the floor at the meeting held to elect officers. Members, with
19 the exception of free-riders, may nominate themselves or another member, so long as that member
20 is not a free-rider or any other individual seeking to nominate a free-rider, for any open office. Any
21 *Declaration of Intent to Run* form that is submitted on their own behalf by a free-rider or any other
22 individual seeking to nominate a free-rider, shall be rejected. Further, a previous free-rider may not
23 run for office until he/she signs a dual authorization membership form and has been a regular dues
24 paying member for at least 12 months.
25

26 **Section 4.3.**

27 To be eligible for office, a member must be in good standing for one (1) year immediately
28 preceding the election, except in the initial election held in this organization, and must qualify
29 under the provisions of section 1.6 B. No free-rider shall be permitted to hold local office or
30 participate in local chapter elections unless the criteria set forth in section 4.2 are met. Free-riders
31 are not permitted to participate in chapter elections in any manner and no free-rider shall be
32 recognized as a chapter leader by PSE.
33

34 **Section 4.4.**

35 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
36 trustee, contained in these Bylaws.
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40 **A R T I C L E V**

41 **DUTIES OF OFFICERS**

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44 **Section 5.1. President.**

45 The President shall preside at all meetings of the organization and of the Board of Trustees. The
46 President shall supervise all activities of the organization; execute all instruments in its behalf;
47 counter-sign all checks drawn against the fund of the organization; appoint all special committees
48 of the organization subject to the approval of the Board of Trustees; report periodically to the

1 membership regarding the progress and standing of the organization in regard to the President's
2 official acts; perform all other duties as prescribed in the Bylaws and perform such other duties
3 usually inherent in such office.

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5 **Section 5.2. Vice President.**

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

10
11 **Section 5.3. Secretary-Treasurer.**

12 It shall be the duty of the Secretary-Treasurer to keep all records of the organization, the Board of
13 Trustees, and to perform such other acts as the President and Board of Trustees may direct. The
14 Secretary-Treasurer shall ensure that the minutes of general membership meetings and board
15 meetings are duly recorded. Minutes shall be provided to members in good standing upon request.
16 The Secretary-Treasurer shall receive and be accountable for all funds and monies belonging to the
17 organization; pay all obligations incurred by the organization; financial reports as required by the
18 Board of Trustees or by the membership in good standing; keep an accurate record of receipts and
19 disbursements; and shall act as custodian of all properties of the organization.

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23 **ARTICLE VI**

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25 **MISCELLANEOUS PROVISIONS**

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27 **Section 6.1.**

28 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
29 Bylaws of the PSE/SEIU Local 1948.

30
31 **Section 6.2.**

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

37
38 **Section 6.3.**

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

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ARTICLE VII

COMMITTEES AND DELEGATES

Section 7.1. Grievance Committee.

A Grievance Committee shall be composed of the President or Vice President and at least one (1) unit representative.

Section 7.2. Negotiating Committee.

A Negotiating Committee shall be selected by members in good standing.

Section 7.3. Other Or Special Committees.

The Board of Trustees shall designate such special committees as they determine necessary in the carrying out of the objectives and purposes of this organization.

Section 7.4. Convention Delegates.

Delegates shall be selected by members in good standing.

Section 7.4.1. Conduct & Responsibility.

Convention delegates and legislative conference attendees are expected to attend all business meetings, arrive on time, and conduct themselves in a professional manner as representatives of this chapter. In the event that chapter funds have been disbursed for a delegate or member to attend convention and/or legislative conference, and the delegate/attendee does not fulfill their obligation to attend (convention and all required business meetings) without board approval of an emergency situation, said member will be responsible for reimbursing any and all non-recoverable funds. Also, any expenses incurred at convention and/or legislative conference by said delegate/attendee will not be eligible for reimbursement.

Convention delegates will share convention information with the chapter membership.

Section 7.5. Conflicts of Interest

No committee member shall vote on any matter wherein he or she, or any member of their family, are the subject of the action. Committee members have an absolute responsibility to advise the committee of any potential conflict of interest and the secretary shall duly record the nature of the conflict. Failure to notify the committee of a conflict, or potential conflict of interest, in advance of a vote on the matter may result in the removal of the committee member from the committee and the question may be called for reconsideration and re-vote.

Section 7.6.

No free-rider may serve on any committee until the following conditions are met; sign a dual authorization membership form and be a regular dues paying member for at least twelve (12) months.

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ARTICLE VIII

AMENDMENTS

Section 8.1. These Bylaws may be amended by a majority vote of the Board of Trustees at any regular or special meeting thereof; providing, that a 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.

Adopted by the membership on March 22, 1976.

Amended January 10, 1978.

Amended February 2, 1995

Amended February 26, 2015.

Amended August 22, 2017.

Amended August 12, 2019.

BY: Diana L Solomon.
Diana Solomon, Chapter President