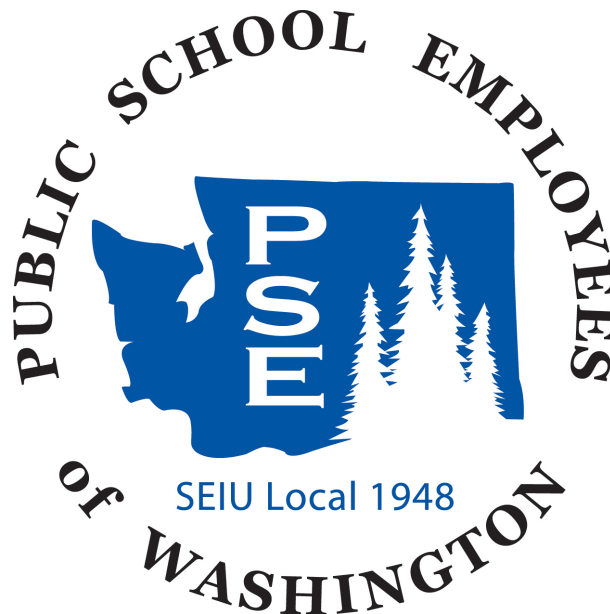


CHAPTER BYLAWS

PUBLIC SCHOOL EMPLOYEES

OF

**LYNDEN CLASSIFIED EMPLOYEES ASSOCIATION
(LCEA)**



Public School Employees of Washington/SEIU Local 1948

P. O. Box 798

Auburn, Washington 98071-0798

1.866.520.5652

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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 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 an 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 organize 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 Lynden School District and to conduct internal organizational
19 affairs according to democratic standards.
20
21
22

23 **ARTICLE I**

24
25 The name of this organization shall be Lynden Classified Employees Association (LCEA), an affiliate of
26 Public School Employees of Washington.
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30 **ARTICLE II**

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32 This local organization shall be affiliated with and be a chapter of the Public School Employees of
33 Washington. This organization was chartered by the Public School Employees of Washington on
34 June 7, 2000.
35
36

37 **ARTICLE III**

38
39 The objectives and purposes of this organization are:

- 40
41 A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of
42 Washington.
43
44 B. To promote the organization of Public School Employees in the Lynden School District.
45
46 C. To promote the welfare of the membership and the classified employees of the Lynden School
47 District, and to provide a voice in the determination of the terms and conditions of employment. We
48 are committed to the process of collective bargaining as a desirable, democratic and effective method
49 to achieve this.



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

17 MEMBERSHIP

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19
20 **Section 1. Eligibility.** Except as otherwise provided in these Bylaws, any person without regard to race,
21 creed, color, national origin, sex or political belief, who meets the requirements hereinafter listed shall be
22 eligible for membership.
23

- 24 A. All persons regularly employed as classified employees (as defined by the Public School Employees
25 of Washington) by or in Lynden School District, and who are members of the Public School
26 Employees of Washington, are eligible for membership in the organization.
27

28 **Section 2. Rights.**

- 29
30 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
31 organization. Active discussions of organizations affairs shall be encouraged and protected within
32 this organization.
33
34 B. Members shall have the right to fair and democratic elections at all levels of the organization. This
35 includes due notice of nominations and elections, equal opportunities for competing candidates, and
36 proper election procedures which shall be specifically set forth.
37
38 C. Members shall have an equal right to run and hold office, except those persons set forth in RCW
39 41.56.030 Par. 2, a, b and c; and those employees classified either by State statute or appropriate State
40 regulatory agencies as being a "supervisory employee."
41
42 D. Members shall have the right to a full and clear accounting of all organizational funds. At all levels
43 such accounting shall include, but not be limited to, periodical reports to the membership by the
44 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
45 and a financial audit at least once a year which is made available to all members.
46
47 E. Members shall have the right to full participation, through discussion and vote, in the decision-
48 making processes of the organization and to pertinent information needed for the exercise of this
49 right.

1
2 **Section 3. Dues.**
3

- 4 A. Dues Authorization Card. Dues shall be authorized by each employee by signing the three-part dues
5 authorization card supplied by PSE.
6
7 B. Public School Employees of Washington (State) Dues. The current State dues are one point five
8 percent (1.5%) of gross monthly income.
9
10 C. The school district is authorized to deduct 0.15% monthly from all member's gross earnings; such
11 deductions shall be deposited in the bank account of the Lynden Classified Employees Association.
12 The purpose of such deduction is to support the cost of local chapter administration.
13
14 D. Membership dues are not refundable except where an error resulting in an overpayment exists.
15
16
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18 **ARTICLE V**

19
20 **MEETINGS**
21

22 **Section 1.** General membership meetings of this organization shall be held at least two (2) times
23 annually at a time and place to be fixed by the membership of the Board of Trustees.
24

25 **Section 2.** Special meetings may be called by the President, the Board of Trustees, or by petition filed
26 with the President and signed by twenty percent (20%) of the members of this organization.
27

28 **Section 3.** The President shall provide at least five (5) working days notification to all members of any
29 meetings called. However, said five (5) working days notice may be waived by the Board of Trustees
30 provided that every reasonable effort is employed to notify the membership of the meeting.
31

32 **Section 4.** At any meeting of the membership of this organization, each member present shall be entitled
33 to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A minimum of five
34 (5) members must be present to constitute a quorum before any organization business may be transacted.
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38 **ARTICLE VI**

39
40 **MANAGEMENT**
41

42 **Section 1.** The business and property of this organization shall be managed by the Board of Trustees,
43 except when the meetings of the organization are in session. All matters affecting the purposes, aims and
44 means of accomplishing the purposes of this organization, not specifically provided for in these Bylaws
45 or by action of the members at a regular or special meeting shall be decided by the Board of Trustees.
46

47 **Section 2.** The Board of Trustees shall be composed of the President, Vice President, Secretary,
48 Treasurer, Membership Officer and /or a representative from each building (6). If there are no other

1 members wishing to serve, the President, Vice President, Secretary, and/or Treasurer may function as the
2 LCEA representative for their respective buildings.

3
4 **Section 3.** The term of office of the trustees of this organization shall be for a period of one (1) year from
5 the date of election, except as modified by Article VII, Section 1.

6
7 **Section 4.** The Board of Trustees shall hold meetings as the President or the Board shall deem necessary
8 for the competent management of affairs of the organization.

9
10 **Section 5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before the
11 Board. All voting at meetings of the Board of Trustees shall be by each member present in person and
12 voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute
13 a quorum.

14
15 **Section 6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the
16 membership at any regular or special meeting of the membership of the organization. Notice of the
17 proposed removal of a trustee must be given to the trustee five (5) days prior to the date of the meeting at
18 which the removal is to be voted upon. Such notice to the Trustee must state the cause for the proposed
19 removal.

20
21 **Section 7.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be
22 due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of
23 excessive absenteeism shall not require the two-thirds (2/3) vote of membership

24
25 **Section 8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal
26 shall be filled by the remaining trustees. In the event that such trustee is an officer, such selection shall
27 be from the membership at large. Such appointee shall serve during the unexpired term of the trustee
28 whose position has become vacant.

31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48

ARTICLE VII

OFFICERS, NOMINATIONS AND ELECTIONS

36 **Section 1.** The officers of this organization shall be a President, a Vice President, a Secretary and a
37 Treasurer. All officers shall be elected for a term of one year, provided; that in the event of other units
38 affiliating, there shall be a special election called within sixty (60) days of such affiliation. Elections shall
39 be held during the month of May. Terms of office shall be from September 1 through August 31.

Section 1.1. Compensation of Trustees.

42 The Trustees, which are comprised of the President, Vice-President, Treasurer, Secretary,
43 Membership Officer, and Building Representatives, shall be compensated for services rendered
44 during the term of office in the amount of two hundred dollars (\$200.00) per year. Compensation
45 will be paid out in two installments, of \$100 each, on September 15th and January 15th. If a
46 Trustee is holding multiple positions, they will only be compensated for one position.

1 **Section 1.1.1. Final Compensation.**

2 If a Trustee should vacate their office before the term ends, reimbursement shall be
3 prorated. This reimbursement shall be for incidental expenses the Trustees may incur
4 while performing official duties not otherwise reimbursed by the Chapter.
5

6 **Section 1.1.2. Other Official Business.**

7 A Board of Trustee member doing official Chapter business shall be reimbursed for out-
8 of-pocket expenses when substantiated by a legal tax acceptable receipt. Such expenses
9 exceeding twenty-five dollars (\$25.00) must have a majority Board approval prior to
10 reimbursement.
11

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

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

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

24 **Section 5.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer
25 and trustee, contained in these Bylaws.
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27
28

29 **ARTICLE VIII**

30 **DUTIES OF OFFICERS**

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

40
41 **Section 2. Vice President.** The Vice President shall act for the President in the President's absence and
42 perform such other acts as the President or Board of Trustees may direct. The Vice President may be
43 authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the
44 organization in place of or in addition to either the President or Secretary. The Vice President shall also
45 act as the membership officer for the Chapter.
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1 **Section 2.1. Vice President/Membership Officer.** It shall be the duty of the membership officer to
2 maintain a current and accurate list of chapter members, to provide that list to board members, and to
3 coordinate membership information with Lynden School District and the state PSE office.
4

5 **Section 3. Secretary.** It shall be the duty of the Secretary to keep all records of the organization, the
6 Board of Trustees, and perform such other acts as the President and Board of Trustees may direct.
7

8 **Section 4. Treasurer.** Treasurer shall receive and be accountable for all funds and monies belonging to
9 the organization; pay all obligations incurred by the organization as authorized by the Board of Trustees;
10 maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be
11 withdrawn only by checks signed by the President and/or Vice President, Secretary or Treasurer; and
12 shall render periodical financial reports as required by the Board of Trustees or by the membership; and
13 keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the
14 organization.
15

16 **Section 5. Building Representatives.** It shall be the responsibility of the building representatives to
17 express to the Board of Trustees the needs, desires, and concerns of the members in their building. She/he
18 will be responsible, along with the Grievance Committee, in advising an employee about their contractual
19 rights.
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22

23 ARTICLE IX

24 MISCELLANEOUS PROVISIONS

25
26
27 **Section 1.** This organization shall be at all times subject to the provision of the Articles of Incorporation
28 and Bylaws of the Public School Employees of Washington.
29

30 **Section 2.** Except to the extent specified in the Bylaws, no officer of this organization shall have the
31 power to act as an agent for, or otherwise bind this organization in any way whatsoever. No member or
32 group of members or any other person or persons shall have the power to act on behalf or otherwise bind
33 the organization except to the extent specifically authorized in writing by the President or Board of
34 Trustees of the organization.
35

36 **Section 3.** The latest edition of **Robert's Rules of Order** shall be the guide in all cases in which they are
37 applicable, and in which they are not inconsistent with the Bylaws and special rules of this organization
38 or the Public School Employees of Washington.
39

40 **Section 4.** This organization shall continue until a majority of all members vote to dissolve the
41 organization.
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