

CHAPTER BYLAWS

MANSON

PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948

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1 **PREAMBLE**

2
3 Employees organize primarily to secure better wages and better working conditions. We hold that they
4 also organize to participate in the decisions which affect them at work. One of the fundamental tenets
5 of democratic government is the consent of the governed.
6

7 We are under a solemn obligation to represent the members of this Association forcefully and
8 effectively in negotiations with the management of the Manson School District and to conduct internal
9 affairs according to democratic standards.
10

11 Therefore, we, the classified employees of Manson School District, in meeting, adopt these bylaws.
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15 **ARTICLE I**

16 **NAME**

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19 The name of this chapter shall be the Public School Employees of Manson (PSE of Manson), and shall
20 be an affiliate of Public School Employees of Washington (PSE)/SEIU Local 1948, a not-for-profit
21 501 (c)5 labor organization operating under the laws of the State of Washington.
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25 **ARTICLE II**

26 **OBJECTIVES AND PURPOSES**

- 27
28
29 1. To carry out and assist on a local basis the objectives and purposes of the Public School
30 Employees of Washington (PSE)/SEIU Local 1948.
31
32 2. Promote the organization of Public School Employees in the Manson School District.
33
34 3. Promote the welfare of the membership and the classified employees of the Manson School
35 District, and provide a voice in the determination of the terms and conditions of employment.
36 We are committed to the process of collective bargaining as a desirable, democratic and
37 effective method to achieve this.
38
39 4. Promote and provide systematic and effective employee management through collective
40 bargaining; confer and negotiate in good faith, with respect to grievance procedures, personnel
41 matters, wages, hours, working conditions, vacations, holidays and other conditions of
42 employment for the classified employees of Manson School District.
43
44 5. Employ legislative and political action to establish adequate financial provisions for the
45 improvement of public school education and equitable consideration for classified school
46 employees from the State Government.
47
48 6. Establish better fellowship and understanding among classified school employees and to strive
49 for their overall betterment through training, legislation and Association benefits.



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ARTICLE III

MEMBERSHIP

Section 3.1. Eligibility.

Except as otherwise provided in these Bylaws, any person, without regard to race, creed, color, national origin, gender, religion, or political belief, shall be eligible for membership.

- A. All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948) by or in Manson School District, and who are members of the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in this organization. Exempt and supervisory employees may not be members.

Section 3.2. Dues.

- A. Dues shall be authorized by each employee by signing the dues authorization card supplied by Public School Employees of Washington/SEIU Local 1948.
- B. Public School Employees of Washington/SEIU Local 1948 dues are one and fifty-five hundredths (1.55%) percent of each members gross monthly earnings or fifty (\$50.00) per month, whichever is less, increasing each year by an amount equal to five-one hundredths (0.05%) of a percent per year until the dues rate equals one and seventy-five hundredths (1.75%) percent. The monthly dues cap (adopted in 2005) will be increased in odd-numbered years by the sum of one (\$1.00) dollar.
- C. The School District is authorized to deduct ten (\$10.00) dollars annually from all member's monthly gross earnings from the employee's November paycheck; such deduction shall be deposited in the bank account of the PSE of Manson Chapter. The purpose of such deduction is to support the cost of local Chapter administration and other purposes, as determined by the Chapter.

Section 3.3. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussion of organization 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 by state statute or appropriate state regulatory agencies as being specifically excluded from the bargaining unit.
- 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, periodic reports to the membership by appropriate fiscal officer(s) or by independent auditors not otherwise connected with the organization, and a financial audit once a year (See Section 8.5.), which is made available to all members.

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

8 **MEETINGS**

9 **Section 4.1.**

10 General membership meetings of this organization shall be held at least three (3) times annually at a
11 time and place to be fixed by the membership or the Board of Trustees.
12

13 **Section 4.2.**

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

18 **Section 4.3.**

19 The President(s) shall provide at least five (5) workdays notification to all members of any meeting
20 called. However, said five (5) workdays notice may be waived by the Board of Trustees provided that
21 every reasonable effort is employed to notify the membership of the meeting.
22
23

24 **Yearly Meeting Schedule:**

- 25 • Fall Meeting – During Student Conference Week
- 26 • Winter/Convention Delegate Meeting – April during Student Conference Week
- 27 • Spring/Officer Elections Meeting – On the last day of school after district luncheon.
28

29 **Section 4.4.**

30 At any meeting of the membership of this organization, each member present shall be entitled to one
31 (1) vote. A member must be present to vote – no proxy vote will be allowed. Those members present
32 shall constitute a quorum to conduct the business of the organization.
33

34 **Section 4.5.**

35 Election of Chapter Officers and contract voting shall be by secret ballot.
36
37
38

39 **ARTICLE V**

40 **MANAGEMENT**

41 **Section 5.1.**

42 The business and property of this organization shall be managed by the Board of Trustees, except
43 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
45 Bylaws or by action of the members at a regular or special meeting, shall be decided by the Board of
46 Trustees.
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49

1 **Section 5.1.1.**

2 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
3 governing the business of the local Chapter shall be the sole responsibility of the elected
4 officials and membership of the Chapter.
5

6 **Section 5.2.**

7 In order to provide the Chapter with the highest quality direction and management possible, the
8 following operating principles shall guide the Board of Trustees.
9

10 **Section 5.2.1.**

11 A positive, constructive, cooperative relationship between the Board of Trustees and the
12 membership is essential to achieving the mission and vision of the organization. Therefore, the
13 Board and membership will conduct themselves in a way that promotes mutual trust,
14 demonstrates respect for individual dignity, is sensitive to cultural diversity, and displays
15 professionalism. The Board shall utilize positive conflict resolution methods and maintain
16 open, honest lines of communication that respect an appropriate chain of command within the
17 Chapter.
18

19 **Section 5.2.2.**

20 The President(s), or his/her designee, is the primary spokesperson for the Chapter. Media
21 inquiries to individual Board members about matters of Chapter concern should be referred to
22 the Chapter President(s). Inquiries about a position of PSE on any matter of statewide concern
23 or specific legislation should be referred to the Executive Director at State headquarters.
24

25 **Section 5.3.**

26 The Board of Trustees shall be composed of the President or Co-Presidents, Vice President, Secretary,
27 Treasurer and a representative of each of the following classifications:
28

- 29 1. Secretarial-Clerical
- 30 2. Custodial/Maintenance
- 31 3. Food Service
- 32 4. Para-Educators
- 33 5. Transportation
- 34 6. Librarian
- 35 7. Home Visitor
- 36 8. Technology Assistant
- 37 9. Nurse (LPN)
- 38

39 **Section 5.4.**

40 The term of office of the Trustees of this organization shall be for a period of two (2) years.
41

42 **Section 5.5.**

43 The Board of Trustees shall hold such meetings as the President(s) or the Board of Trustees shall deem
44 necessary for the competent management of the affairs of the organization.
45

46 **Section 5.6.**

47 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
48 All voting at meetings of the Board of Trustees shall be by each member present in person and voting



1 by proxy shall not be allowed. At least three (3) members of the Board of Trustees shall constitute a
2 quorum.

3
4 **Section 5.7.**

5 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
6 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
7 must be given to the Board of Trustee member at least five (5) workdays prior to the date of the
8 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
9 removal.

10
11 **Section 5.8.**

12 Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due cause for
13 removal of the trustee by the Board of Trustees. Removal of a Board member because of excessive
14 absenteeism shall not require a two-thirds (2/3) vote of membership.

15
16 **Section 5.9.**

17 Vacancies occurring on the Board of Trustees by reason of death, resignation, removal or excused
18 absence, shall be filled as follows: in the event that such trustee is an officer, such selection shall be
19 from the membership at large; all other trustees' vacancies shall be filled from the classification of
20 which they are representatives. Such replacement trustee shall serve during the unexpired term of the
21 trustee whose position has become vacant.

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24 **ARTICLE VI**

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26 **OFFICERS, NOMINATIONS AND ELECTIONS**

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29 **Section 6.1.**

30 The Executive Officers of this organization shall be a President or Co-Presidents, a Vice President, a
31 Secretary and a Treasurer. All officers are elected for a term of two (2) years or until their successors
32 are elected.

33
34 **Section 6.2.**

35 To be eligible for executive office, a member must be in good standing for one (1) year immediately
36 preceding the election.

37
38 **Section 6.3.**

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

42
43 **Section 6.4.**

44 Elections of executive officers shall be held at the last general meeting of the school year. Elections of
45 trustees shall be held between April 1st and June 1st. New officers and trustees shall take office in
46 September and shall serve for a term of two (2) years.

47
48 **Section 6.5.**

49 Nominations shall be permitted from the floor at the meeting held for the election.

1 **Section 6.6.**

2 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and
3 trustee contained in these Bylaws.
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7 **ARTICLE VII**

8 **DUTIES OF OFFICERS**

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11 **Section 7.1. President or Co-Presidents.**

12 The President(s) shall preside at all meetings of the general membership and of the Board of Trustees.
13 The President(s) shall have the right to attend and observe all other meetings of the organization. The
14 President(s) shall be kept informed of all activities of the organization; execute all instruments in its
15 behalf; appoint all ad hoc committees of the organization subject to the approval of the Board of
16 Trustees; report periodically to the membership regarding the progress and standing of the organization
17 in regard to the President’s or Co-President’s official acts; perform all other duties as prescribed in the
18 Bylaws and perform such other duties usually inherent in such office. The President(s) shall counter-
19 sign all checks drawn against the funds of the organization. The President(s) shall be an ex-officio
20 member of all appointed committees.
21

22 **Section 7.2. Vice President.**

23 The Vice President shall act for the President(s) in the President’s absence and perform such other acts
24 as the President(s) or Board of Trustees may direct. The Vice President may be authorized by the
25 Board of Trustees to act as a co-signor of checks drawn on the funds of the organization in place of or
26 in addition to either the President(s) or Secretary. If the President(s) is unable to complete the elected
27 term, the Vice President shall succeed to that office for the unexpired portion of the current term of
28 office.
29

30 **Section 7.3. Secretary.**

31 The Secretary shall maintain and update all records of the organization, and take minutes of general
32 meetings and Board of Trustees meetings. It shall be the duty of the Secretary to maintain a current
33 and accurate list of members of the local chapter. The Secretary may be authorized by the Board of
34 Trustees to act as a co-signor of checks drawn on the funds of the organization in addition to the
35 President(s), Vice President and Treasurer and such other official functions as the President(s) and
36 Board of Trustees so direct.
37

38 **Section 7.4. Treasurer.**

39 The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter; pay
40 all obligations incurred by the Chapter as authorized by the Board of Trustees; keep an accurate record
41 of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of
42 Trustees. Such money shall be withdrawn only by checks signed by the President(s) and/or Vice
43 President and the Treasurer. The Treasurer shall render periodical financial reports as required by the
44 Board of Trustees, the membership, or Public School Employees of Washington/SEIU Local 1948 to
45 ensure that the Chapter is in compliance with all laws and regulations required by the Internal Revenue
46 Service and the Department of Labor. The fiscal year for all financial reports shall be from September
47 1st to August 31st of the following year, inclusive. The Treasurer shall be responsible for completing
48 and submitting the 990N Report, no later than October 31 of each year. The Treasurer shall act as
49 custodian of all properties of the Chapter.



1 **Section 7.5. Classification Representative.**

2 A Classification Representative shall represent the classification of employees which elected them and
3 express to the Board of Trustees the needs, desires, and concerns of the members in their classification.
4 They will be responsible for advising an employee about their contractual rights. Each classification
5 shall meet between April 1 and June 1 to elect their representative.
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9 **ARTICLE VIII**

10 **COMMITTEES, DELEGATES AND REPRESENTATIVES**

11 **Section 8.1. Labor/Management Committee.**

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13 The Labor/Management committee shall be composed of the President(s) and at least two (2) members
14 of the Board of Trustees. The duties of the Labor/Management Committee shall be to meet with the
15 School District Administration on a regular basis to discuss issues and concerns as they relate to the
16 administration/interpretation of the Collective Bargaining Agreement.
17
18

19 **Section 8.2. Grievance Committee.**

20 A Grievance Committee shall be composed of the Vice President or one of the Co-Presidents and at
21 least one (1) representative from each classification. If there is no representative from a classification,
22 those members present shall be the Grievance Committee.
23

24 **Section 8.3. Negotiating Committee.**

25 The Negotiating Committee shall be composed of the President(s) and a representative elected from
26 each classification of employees represented by this bargaining unit. If a classification does not have a
27 representative on the negotiating team, the remaining members shall represent that classification. The
28 negotiating committee shall work with the PSE Field Representative in developing proposals and
29 negotiating agreements.
30

31 **Section 8.4. Annual Convention Delegates.**

32 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
33 the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of
34 PSE State Bylaws. Convention Delegates shall be elected at the April meeting. Per State Bylaws,
35 postcards shall be ordered at least thirty (30) days in advance of the meeting to ensure that members in
36 good standing receive the meeting notice postcards at least fifteen (15) work days prior to the election.
37

38 **Section 8.5. Building Representatives.**

39 The Building Representatives shall be selected by the Board of Trustees and shall be responsible for
40 supporting the membership in contractual rights, ensuring that information is distributed to the
41 members and maintaining the PSE bulletin board. There shall be one representative for each building.
42

43 **Section 8.6. Audit Committee.**

44 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
45 Chapter. The audit shall take place between October 31st and December 31st of each school year. In
46 addition, if a new Treasurer is elected, a chapter audit must be conducted within one (1) month of the
47 election.
48

1 **Section 8.7. Bylaws Committee.**

2 The Bylaws Committee shall consist of the President or one of the Co-Presidents and at least two (2)
3 appointed members. The purpose of the committee will be to review the Bylaws every two (2) years
4 and determine if there needs to be any changes or additions.
5

6 **Section 8.8. Other or Special Committees.**

7 The Board of Trustees shall designate such special committees as they determine necessary in the
8 carrying out of the objectives and purposes of the Chapter.
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12 **ARTICLE IX**

13 **MISCELLANEOUS PROVISIONS**

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16 **Section 9.1.**

17 This organization shall be at all times subject to the provisions of the Articles of Incorporation and
18 Bylaws of the Public School Employees of Washington/SEIU Local 1948. Local Chapters shall adopt
19 bylaws that do not conflict with PSE state bylaws. State bylaws shall always supersede local bylaws
20 where conflict exists.
21

22 **Section 9.2.**

23 Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act
24 as agent for, or otherwise bind this organization in any way whatsoever. No member or group of
25 members or any other person or persons shall have the power to act on behalf of or otherwise bind the
26 organization except to the extent specifically authorized in writing by the Board of Trustees or
27 Chapter.
28

29 **Section 9.3.**

30 This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
31 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
32 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
33 agreement which would affect the rights of employees represented by PSE, nor any agreement
34 affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or
35 agent, unless such agreement is first reviewed and approved by the Executive Director of Public
36 School Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the
37 executive director may be appealed to the Board of Directors.
38

39 **Section 9.3.1.**

40 Original signed copies of all documents pertaining to issues outlined in Section 9.3. shall be
41 submitted to the regional service center, who will then forward the original to the PSE state
42 office after appropriate copies have been made.
43

44 **Section 9.4.**

45 This Chapter shall send to the PSE state office a list of names and contact information of its Board of
46 Trustees members and Chapter members, together with other information required by PSE and shall
47 notify PSE of all changes in Board members, members and member contact information.
48

1 **Section 9.5.**

2 The latest revised edition of Robert's Rules of Order shall be the guide in all cases in which they are
3 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of
4 this organization or of the Public School Employees of Washington/SEIU Local 1948, unless waived
5 by a majority of members present at a meeting. The Simplified Parliamentary Procedure Guide may
6 be used as a guide instead.
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10 **ARTICLE X**

11 **AMENDMENTS**

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14 **Section 10.1.**

15 These Bylaws may be amended by a majority vote of the Manson Chapter of PSE at any regular or
16 special meeting thereof; providing, that notice of intent to amend any specific provision be given to the
17 members of the Board of Trustees and the Manson Chapter of PSE at least ten (10) workdays prior to
18 the meeting at which said vote is to be taken.
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28 **SIGNATURE PAGE**
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34
35 BY: Ginger Lwing
36 Ginger Lwing, Chapter Secretary
37

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39 DATE: 7-13-19
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44 Adopted by the membership this 6th day of September 1994.
45 Amended by the membership this 23rd day of September 2013
46 Amended be the membership this 23rd day of April 2019
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