

CHAPTER BYLAWS

MARY M. KNIGHT

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON
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P R E A M B L E

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2
3 Employees organize primarily to secure better wages and better working conditions.
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5 We hold that they also organize in order to participate in the decisions which affect them at work. One
6 of the fundamental tenets of Democratic government is the consent of the governed.
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8 We are both employees and citizens.
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10 Collective bargaining is the expression of citizenship in employment. Participation in the political life
11 of 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
14 equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of American
15 life. Amidst unparalleled abundance, there should not be want.
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17 We are under a solemn obligation to represent the members of this organization forcefully and
18 effectively in negotiations with the management of the Mary M. Knight School District and to conduct
19 internal organizational affairs according to democratic standards.
20

21 THEREFORE, we, the classified school employees of Mary M. Knight School District, in meeting,
22 adopt these Bylaws this 30th day of September, 1985.
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26 **A R T I C L E I**

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28 The name of this organization shall be the Public School Employees of Mary M. Knight School
29 District.
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33 **A R T I C L E II**

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35 This local organization shall be affiliated with and be a chapter of the Public School Employees of
36 Washington. This organization was chartered by Public School Employees of Washington on
37 October 18, 1985.
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41 **A R T I C L E III**

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43 This organization shall continue until a majority of all of the members vote to dissolve the
44 organization.
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ARTICLE IV

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington.
- B. To promote the organization of Public School Employees in the Mary M. Knight School District.
- C. To promote the welfare of the membership and the classified employees of the Mary M. Knight 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.
- D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment for the classified employees of Mary M. Knight School District.
- E. Both as members and as citizens, we shall also employ available legislative and political action to establish adequate financial provisions for the improvement of public school education and equitable consideration for the classified school employees from the State Legislators.
- F. To establish better fellowship and understanding among classified school employees and to strive for their overall betterment through training, legislation and Association benefits.

ARTICLE V

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 Mary M. Knight School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.

1 **Section 2. Dues.**

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- 3 A. Application for membership shall be made on a standard application form provided by the
- 4 Board of Trustees. Such form shall include a valid authorization for payroll deduction of dues.
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- 6 B. Membership dues of this organization shall be as specified in the Bylaws of Public School
- 7 Employees of Washington.
- 8
- 9 C. Membership dues shall be payable monthly, in advance, to the Secretary/Treasurer, via District
- 10 payroll deduction, and in any event shall be paid no later than the 15th day of the month in
- 11 which they become due. Any member who fails to pay the dues by the 15th day of the month in
- 12 which they become due shall be considered delinquent and upon failure to pay dues for two
- 13 successive months, shall stand suspended. Provided, however, that persons who are paying
- 14 dues through a system of regular payroll deduction shall, for as long as they continue to pay
- 15 through such payroll deduction, be considered to be in good standing.
- 16
- 17 D. A member suspended under the above section may be reinstated to membership in the
- 18 organization upon payment of all arrears plus current monthly dues.
- 19
- 20 E. When a member is unemployed for more than twenty (20) days in any calendar month and does
- 21 not receive unemployment compensation or sick pay or other remuneration, they may be
- 22 entitled to credit for dues for the period of unemployment, not to exceed six (6) months in any
- 23 calendar year.
- 24
- 25 F. Membership dues are not refundable except where an error resulting in an overpayment exists.
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27 **Section 3. Rights.**

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

ARTICLE VI

MEETINGS.

Section 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 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 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 4. At any meeting of the membership of this organization, each member present shall be entitled to one (1) 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.

ARTICLE VII

MANAGEMENT

Section 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.

1 **Section 2.** The Board of Trustees shall be composed of the President, Vice President, Secretary,
2 Treasurer and a unit representative elected by the unit from each of the following classifications of
3 employees of the school district if represented by the local Public School Employees organization.
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5 Classification:

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- 7 1. Transportation
- 8 2. Food Service
- 9 3. Secretarial and Clerical
- 10 4. Custodial/Maintenance
- 11 5. Aides
- 12 6. Other units requesting further affiliation.
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14 **Section 3.** The term of office of the trustees of this organization shall be for a period of one (1) year
15 from the date of election.
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17 **Section 4.** The Board of Trustees shall hold regular meetings each month, and such special meetings
18 as the President or the Board shall deem necessary for the competent management of affairs of the
19 organization.
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21 **Section 5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before
22 the Board. All voting at meetings of the Board of Trustees shall be by each member present in person,
23 and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall
24 constitute a quorum.
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26 **Section 6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the
27 membership at any regular or special meeting of the membership of the organization. Notice of the
28 proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the
29 meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for
30 the proposed removal.
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32 **Section 7.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be
33 due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of
34 excessive absenteeism shall not require the 2/3 vote of membership.
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36 **Section 8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or
37 removal shall be filled by the remaining trustee. In the event that such trustee is an officer, such
38 selection shall be from the membership at large. All other trustees' vacancies shall be filled from the
39 classification of which they are representatives. Such appointee shall serve during the unexpired term
40 of the trustee whose position has become vacant.
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ARTICLE VIII

OFFICERS, NOMINATIONS AND ELECTIONS

Section 1. The officers of this organization shall be a President, a Vice President, and a Secretary/Treasurer. All officers shall be elected for a term of one year.

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

Section 3. To be eligible for office, a member must be in good standing and must qualify under the provisions of Article V, Section 3-C.

Section 4. 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 ten (10) days advance notice shall be given the membership prior to the holding of the election.

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

ARTICLE IX

DUTIES OF OFFICERS

Section 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 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.

1 **Section 3. Secretary/Treasurer.** It shall be the duty of the Secretary/Treasurer to keep all records of
 2 the organization, the Board of Trustees, and to perform such other acts as the President and Board of
 3 Trustees may direct. The Secretary/Treasurer shall receive and be accountable for all funds and monies
 4 belonging to the organization; pay all obligations incurred by the organization in payment as
 5 authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board
 6 of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice
 7 President; and shall render periodical financial reports as required by the Board of Trustees or by the
 8 membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of
 9 all properties of the organization.

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13 **ARTICLE X**

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15 **MISCELLANEOUS PROVISIONS**

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17 **Section 1.** This organization shall be at all times subject to the provisions of the Articles of
18 Incorporation and Bylaws of the Public School Employees of Washington.

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20 **Section 2.** Except to the extent specified in the Bylaws, no officer of this organization shall have the
21 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or
22 group of members or any other person or persons shall have the power to act on behalf of or otherwise
23 bind the organization except to the extent specifically authorized in writing by the President or Board
24 of Trustees of the organization.

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26 **Section 3.** The latest edition of Robert’s Rules of Order shall be the guide in all cases in which they
27 are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules
28 of this organization or of the Public School Employees of Washington.

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32 **ARTICLE XI**

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34 **COMMITTEES AND DELEGATES**

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36 **Section 1. Grievance Committee.** A Grievance Committee shall be composed of the President or
37 Vice President and at least one (1) unit representative from each represented unit of the Chapter.

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39 **Section 2. Negotiating Committee.** A Negotiating Committee shall be selected by membership.

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41 **Section 3. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees.

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43 **Section 4. Other or Special Committees.** The Board of Trustees shall designate such special
44 committees as they determine necessary in the carrying out of the objectives and purposes of this
45 organization.

