

CHAPTER BYLAWS

MEDICAL LAKE PSE

Public School Employees Of Washington
P. O. Box 798
Auburn, Washington 98071-0798
1-800-562-8448

P R E A M B L E

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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.
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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 Medical Lake School District and to conduct
19 internal organizational affairs according to democratic standards.
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21 THEREFORE, we, the classified school employees of Medical Lake School District, in meeting, adopt
22 these Bylaws this 11th day of March, 1991.
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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 Medical Lake School District
29 (Custodial/Maintenance, Food Service, Paraeducators, Secretaries, Supervisory Assistants, Technology
30 and Transportation).
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A R T I C L E I I

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36 This local organization shall be affiliated with and be a chapter of the Public School Employees of
37 Washington.
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ARTICLE III

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

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 Medical Lake School District.
- C. To promote the welfare of the membership and the classified employees of the Medical Lake 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 Medical Lake 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 5.1. 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.

All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington) by or in Medical Lake School District, and who are members of the Public School Employees of Washington, are eligible for membership in the organization.

Section 5.2. Local Dues.

- A. Application for membership shall be fulfilled upon completion of the authorization for payroll dues deduction form.
B. Membership dues to this organization will be ten dollars (\$10.00) per year, paid by payroll deduction to the treasurer of classified employees chapter on the October 30th paycheck. For new hires, the payroll deduction will be after the first full employment month.
C. Membership dues are not refundable except where an error resulting in an overpayment exists.

Section 5.3. Rights.

- A. Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions 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 either by State statute or appropriate State regulatory agencies as being a "supervisory employee." Members must be a in good standing for one year prior to running for an office.
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.

1 E. Members shall have the right to full participation, through discussion and vote, in the
2 decision making processes of the organization and to pertinent information needed for the
3 exercises of this right.
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7 **ARTICLE VI**
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9 **MEETINGS**
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11 **Section 6.1.** General membership meetings of this organization shall be held at least four (4) times
12 annually at a time and place to be fixed by the President.
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14 **Section 6.2.** Special meetings may be called by the President, the Board of Trustees, or by petition
15 filed with the President and signed by twenty percent (20%) of the members of this organization.
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17 **Section 6.3.** The President shall provide at least five (5) workdays notification to all members of any
18 meeting called. However, said five (5) days notice may be waived by the Board of Trustees provided
19 that every reasonable effort is employed to notify the membership of the meeting.
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21 **Section 6.4.** At any meeting of the membership of this organization, each member present shall be
22 entitled to one vote. A member must be present to vote – no proxy vote will be allowed. A majority of
23 those present shall constitute a quorum.
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27 **ARTICLE VII**
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29 **MANAGEMENT**
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31 **Section 7.1.** The business and property of this organization shall be managed by a Board of Trustees,
32 except when the meetings of the organization are in session. All matters affecting the purposes, aims
33 and means of accomplishing the purposes of this organization, not specifically provided for in these
34 Bylaws or by action of the members at a regular or special meeting shall be decided by the Board of
35 Trustees.
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1 **Section 7.2.** The Board of Trustees shall be composed of the President, Immediate Past President,
2 Vice President, Secretary, Treasurer, and a classification representative elected by each of the
3 following classifications of employees:

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5 Classifications: 1. Custodial/Maintenance
6 2. Food Service
7 3. Paraeducators/Supervisory Assistants
8 4. Secretaries
9 5. Technology
10 6. Transportation

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12 **Section 7.3.** The term of office of the trustees of this organization shall be for a period of two (2) years
13 from the date of election. In even numbered years, the President and Secretary will be elected for a two
14 (2) year term of office. In odd numbered years, the Vice-President and Treasurer will be elected for a
15 two (2) year term of office. Classification representatives will be elected for a two (2) year term of
16 office in even numbered years. Officers will begin the term of office on September 1 following the
17 election.

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19 **Section 7.3.1. Building Representatives.** Building Representatives will be elected to serve a two (2)
20 year term of office, in even numbered years. Building Representatives will begin the term of office on
21 September 1 following the election.

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23 **Section 7.4.** The Board of Trustees shall hold regular meetings at least four (4) times a year at a time
24 and place to be fixed by the President, and such special meetings as the President or the Board shall
25 deem necessary for the competent management of affairs of the organization.

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27 **Section 7.5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming
28 before the Board. The President votes only in case of a tie. All voting at meetings of the Board of
29 Trustees shall be by each member present in person, and voting by proxy shall not be allowed. A
30 majority of the members of the Board of Trustees present shall constitute a quorum.

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32 **Section 7.6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the
33 membership at any regular or special meeting of the membership of the organization. Notice of the
34 proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the
35 meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for
36 the proposed removal.

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38 **Section 7.7.** Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be
39 due cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of
40 excessive absenteeism shall not require the two-thirds (2/3) vote of membership.

1 **Section 7.8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or
2 removal shall be filled. In the event that such trustee is an officer, such selection shall be from the
3 membership at large. All other trustees' vacancies shall be filled from the classification of which they
4 are representatives. Such appointee shall serve during the unexpired term of the trustee whose position
5 has become vacant.
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9 **ARTICLE VIII**

10 **OFFICERS, NOMINATIONS AND ELECTIONS**

11 **Section 8.1.** The officers of this organization shall be a President, an Immediate Past President, a
12 Vice President, a Secretary and a Treasurer. All officers, with the exception of the Immediate Past
13 President, shall be elected for a term of two (2) years subject to the terms of Article VII, Section 7. 3.
14 and 7.4.
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17 **Section 8.2.** Nominations may be made by a nominating committee, but whether or not such
18 nominating committee is used, nominations shall be permitted from the floor at the meeting held to
19 elect officers.
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22 **Section 8.3.** To be eligible for office, a member must be in good standing for one (1) year immediately
23 preceding the election, except in the initial election held in this organization, and must qualify under
24 the provisions of Article V, Section 3-C.
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26 **Section 8.4.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as
27 to afford all members a reasonable opportunity to vote. At least five (5) days advance notice shall be
28 given the membership prior to the holding of the election.
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30 **Section 8.5.** Every officer and trustee shall, upon assuming office, subscribe to the obligations of an
31 officer and trustee, contained in these Bylaws.
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33 **Section 8.6.** Elections are to be held during the month of May. New officers will take office the
34 following September 1st.
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ARTICLE IX

DUTIES OF OFFICERS

Section 9.1. 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 9.2. Immediate Past President. The Immediate Past President will serve on the Board of Trustees. The Immediate Past President will assist the Board of Trustees by providing historical information regarding decisions and contractual issues made during his/her tenure as President.

Section 9.3. 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 Treasurer.

Section 9.4. Secretary. It shall be the duty of the Secretary to keep all records of the organization, the Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct.

Section 9.5. Treasurer. The Treasurer shall receive and be accountable for all funds and monies belonging to the organization; pay all obligations incurred by the organization in payment as authorized by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be withdrawn only by checks signed by the President and/or Vice President and the Treasurer; and shall render periodical financial reports as required by the Board of Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act as custodian of all properties of the organization.

Section 9.6. Classification Representatives. The Classification Representative will act as a spokesperson for the classification; bring concerns of the classification to the Board of Trustees; keep members of the classification informed of board actions; advise members about contractual rights; serve as a member of the Board of Trustees and the bargaining committee.

Section 9.7. Building Representatives. The Building Representative will serve as the communication liaison to the building. Building Representatives will be responsible to know who to send members from their building to for help on contractual or discipline issues; distribute or post information from the Board of Trustees for the use of the members in the building; and when asked accompany members at meetings called by the member's supervisor.

ARTICLE X

MISCELLANEOUS PROVISIONS

Section 10.1. This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington.

Section 10.2. Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as agent for, or otherwise bind this organization 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 organization except to the extent specifically authorized in writing by the President or Board of Trustees of the organization.

Section 10.3. 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 organization or of the Public School Employees of Washington.

ARTICLE XI

COMMITTEES AND DELEGATES

Section 11.1. Grievance Committee. A Grievance Committee shall be composed of the President or Vice President and one representative from each represented classification of the Chapter as appointed by the Board of Trustees.

Section 11.2. Negotiating Committee. The Negotiating Committee shall be composed of the President and the elected classification representative as defined in Article VII, Section 7.2 of these Bylaws.

Section 11.3. Audit Committee. An Audit Committee shall be selected by the Board of Trustees.

Section 11.4. 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. The President will appoint members to any such committee.

Section 11.5. Convention Delegates. Delegates shall be selected by a vote of the membership. Voting will be by secret ballot. Ballots will be kept with the secretary records for not less than one (1) year.

Section 11.6. Nominating Committee. A Nominating Committee may be appointed by the Board of Trustees.

1 **Section 11.7. Legislative Chairperson.** Will be selected by the Board of Trustees.
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5 **ARTICLE XII**

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7 **EXPENSES**

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9 **Section 12.1.** Seminar delegates and representatives to other conferences, workshops, or zone
10 meetings as approved by the Board of Trustees, will be reimbursed for meals and mileage at the current
11 District mileage rate. Meals, registration and lodging will be prepaid in advance and must be
12 substantiated by receipts.
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16 **ARTICLE XIII**

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18 **AMENDMENTS**

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20 **Section 13.1.** These Bylaws may be amended by a majority vote of the members present at any regular
21 or special meeting thereof; providing that a notice of the intent to amend any specific provision be
22 given to the members of the Board of Trustees at least five (5) workdays prior to the meeting at which
23 said vote is to be taken.
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29 BY: _____ Signed by _____
30 Kim Zappone, Chapter President

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33 DATE _____ January 5, 2005
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37 Adopted by the membership March 11, 1991
38 Amended February 23, 2000
39 Amended March 18, 2004
40 Amended December 8, 2005
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