

# CHAPTER BYLAWS

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# METHOW VALLEY



**Public School Employees of Washington/SEIU Local 1948**

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## P R E A M B L E

### **A. NAME**

The name of this chapter shall be Public School Employees of Methow Valley and shall be an affiliate of Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501©5 labor organization operating under the laws of the State of Washington.

### **B. MISSION – OUR PURPOSE FOR EXISTING**

It is the mission of Public School Employees of Methow Valley to work closely with Public School Employees of Washington/SEIU Local 1948 to support the membership through collective bargaining and the protection of those rights, promote educational enrichment opportunities, encourage membership growth, and provide quality leadership while working closely with the state legislature in an effort to enact laws which will represent the best interest of all classified school employees in the state of Washington. The chapter organization shall continue until a majority of all of the members vote to dissolve the organization.

### **C. VISION – WHAT WE STRIVE TO ACHIEVE**

- Employees organize primarily to secure better wages and better working conditions.
- We hold that they also organize in order to participate in the decisions, which affect them at work. One of the fundamental tenants 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 districts is but another aspect of that citizenship.
- We are organized to improve the terms and conditions of employment. We are under a solemn obligation to represent the members of this organization forcefully and effectively in negotiations with the management of the Methow Valley School District and to conduct internal organizational affairs according to democratic standards.
- THEREFORE, we, the classified school employees of Methow Valley School District, in meeting, adopt these bylaws.

### **D. VALUES – THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE AND CONDUCT**

The objectives and purposes of this organization are:

- To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
- To promote the organization of Public School Employees in the Methow Valley District.
- To promote the welfare of the membership and the classified employees of the Methow Valley 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.
- 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,



1 vacations, holidays and other conditions of employment for the classified employees of  
2 Methow Valley School District.

- 3 ■ Both as members and as citizens, we shall also employ available legislative and political action  
4 to establish adequate financial provisions for the improvement of public school education and  
5 equitable consideration for the classified school employees from the State Legislators.
- 6 ■ To establish better fellowship and understanding among classified school employees and to  
7 strive for their overall betterment through training, legislation, and association benefits.

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11 **ARTICLE I**  
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13 **MEMBERSHIP**

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15 **Section 1.1. Eligibility.**

16 Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national  
17 origin, sex, or political belief, who meets the requirements hereinafter listed shall be eligible for  
18 membership.

- 19  
20 A. All persons regularly employed as a classified school employee (as defined by the Public  
21 School Employees of Washington/SEIU Local 1948) by or in Methow Valley School  
22 District, and who are members of the Public School Employees of Washington/SEIU Local  
23 1948, are eligible for membership in the organization.
- 24  
25 B. A full-time staff member of this organization or of Public School Employees of  
26 Washington/SEIU Local 1948, who is a member of Public School Employees of  
27 Washington/SEIU Local 1948.

28  
29 **Section 1.2. Dues.**

- 30  
31 A. Application for membership shall be made on a standard application form provided by the  
32 Board of Trustees.
- 33  
34 B. Membership dues are not refundable except where an error resulting in an overpayment  
35 exists.

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37 **Section 1.3. Rights.**

- 38  
39 A. Members shall suffer no impairment of freedom of speech concerning the operations of this  
40 organization. Active discussions of organization affairs shall be encouraged and protected  
41 within this organization.
- 42  
43 B. Members shall have the right to fair and democratic elections at all levels of the  
44 organization. This includes due notice of nominations and elections, equal opportunities  
45 for competing candidates, and proper election procedures which shall be specifically set  
46 forth.

- 1 C. Members shall have an equal right to run and hold office, except those persons set forth in  
2 RCW 41.56.030 par. 2, a, b, and c; and those employees classified either by state statute or  
3 appropriate state regulatory agencies as being a “supervisory employee”.
- 4
- 5 D. Members shall have the right to a full and clear accounting of all organizational funds. At  
6 all levels such accounting shall include, but not be limited to, periodical reports to the  
7 membership by appropriate fiscal officers or by independent auditors not otherwise  
8 connected with the organization, and a financial audit at least once a year which is made  
9 available to all members.
- 10
- 11 E. Members shall have the right to full participation, through discussion and vote, in the  
12 decision-making processes of the organization and to pertinent information needed for the  
13 exercises of this right.
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17 **ARTICLE II**

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19 **MEETINGS**

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21 **Section 2.1.**

22 General membership meetings of this organization shall be held at least four (4) times annually at a  
23 time and place to be fixed by the membership or the Board of Trustees.

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25 **Section 2.2.**

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

28

29 **Section 2.3.**

30 The President shall provide at least five (5) days notification to all members of any special meeting  
31 called.

32

33 **Section 2.4.**

34 At any meeting of the membership of this organization, each member present shall be entitled to one  
35 vote. A member must be present to vote – no proxy vote will be allowed. A minimum of five (5)  
36 members must be present to constitute a quorum before any organization business may be transacted.

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40 **ARTICLE III**

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42 **MANAGEMENT**

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44 **Section 3.1.**

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

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**Section 3.2.**

The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer and a Classification Representative, who shall be elected by each individual classification listed in Article I, Section 1.3 of the current Collective Bargaining Agreement.

**Section 3.3.**

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

**Section 3.4.**

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

**Section 3.5.**

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

**Section 3.6.**

Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal shall be filled, and determined by a simple majority vote of the remaining trustees. In the event that such trustee is an officer, such selection shall be from the membership at large. All other trustees' vacancies shall be filled from the classification of which they are representatives. Such appointee shall serve during the unexpired term of the trustee whose position has become vacant.

**ARTICLE IV**

**OFFICERS, NOMINATIONS & ELECTIONS**

**Section 4.1.**

The officers of this organization shall be a President, Vice President, Secretary, Treasurer, Membership Officer and Legislative Representative. All officers shall be elected for a term of one (1) year. The term of office shall be September 1 through August 31.

**Section 4.2.**

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 4.3.**

To be eligible for office, a member must be in good standing, except in the initial election held in this organization, and must qualify under the provisions of Article I, Section 3-C.



1 **Section 4.4.**

2 Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to afford all  
3 members a reasonable opportunity to vote. At least five (5) days advance notice shall be given the  
4 membership prior to the holding of the election.

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6 In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the  
7 membership from meeting in person for the purposes of voting for union officers through secret ballot  
8 for an extended period of time, the following process for appointment of interim local union officers to  
9 fill positions shall be utilized:

- 10 1. If an election cannot be held prior to the start of the current school year, all officers who are  
11 currently in office and wish to continue to serve shall be considered “interim “ officers until  
12 such a time as an election can be safely held, which time shall not exceed six months;
- 13 2. In the event that the President wishes to step down from the presidency, and or is no longer  
14 eligible to serve as President, the Vice-president shall serve as the interim President until such  
15 time as a secret ballot election can occur, which time shall not exceed six months;
- 16 3. In the event that any officer or Board Member (other than the President) no longer wishes to  
17 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to  
18 serve as the interim officer until such time as a secret ballot election can occur, which time  
19 shall not exceed six months.

20 **Section 4.5.**

21 Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and  
22 trustee, contained in these bylaws.  
23

24 **ARTICLE V**

25 **DUTIES OF OFFICERS**

26 **Section 5.1. President.**

27 The President shall preside at all meetings of the organization and of the Board of Trustees. The  
28 President shall supervise all activities of the organization, execute all instruments in its behalf; counter-  
29 sign all checks drawn against the fund of the organization; appoint all special committees of the  
30 organization subject to the approval of the Board of Trustees; report periodically to the membership  
31 regarding the progress and standing of the organization in regard to the official acts; perform all other  
32 duties as prescribed in the bylaws and perform such other duties usually inherent in such office.  
33

34 **Section 5.2. Vice President.**

35 The Vice President shall act for the President in his/her absence and perform such other acts as the  
36 President of the Board of Trustees may direct. The Vice President may be authorized, by the Board of  
37 Trustees, to act as a co-signer of checks drawn of the funds of the organization in place of or in  
38 addition to either the President, Secretary or Treasurer.  
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1 **Section 5.3. Secretary.**

2 The Secretary shall ensure that the minutes of general membership meetings and Board of Trustees  
3 meetings are duly recorded. He/She shall also keep summary notes of Labor Management meetings.  
4 It shall be the duty of the Secretary to keep all records of the Chapter, the Board of Trustees, and to  
5 perform such other official functions as the President and Board of Trustees may direct.  
6

7 **Section 5.4. Treasurer.**

8 The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter; pay  
9 all obligations incurred by the Chapter as authorized by the Board of Trustees; keep an accurate record  
10 of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of  
11 Trustees. Money withdrawn by checks shall be signed by the President and/or Vice President and the  
12 Treasurer. The President and Treasurer shall also be authorized to have a chapter account debit card,  
13 which shall only be used as authorized by the Board of Trustees. The Treasurer shall render periodical  
14 financial reports as required by the Board of Trustees, the membership, or Public School Employees of  
15 Washington/SEIU Local 1948 to ensure that the Chapter is in compliance with all laws and regulations  
16 required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial  
17 reports shall be from September 1 to August 31 of the following year, inclusive. The Treasurer shall  
18 be responsible for completing and submitting the 990N Report, no later than October 31 of each year.  
19 The Treasurer shall act as custodian of all properties of the Chapter.  
20

21 **Section 5.5. Membership Officer.**

22 It shall be the duty of the Membership Officer to welcome new members and provide a packet of  
23 information including the PSE contract and dues authorization card. The Membership Officer shall  
24 maintain a current and accurate list of members of the Chapter in coordination with the Membership  
25 Department at PSE state headquarters; render periodical membership reports as required by Public  
26 School Employees of Washington/SEIU Local 1948; and perform such other official functions as the  
27 President and the Board of Trustees may direct.  
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29 If the Membership Officer position is unfilled, the duties shall fall to the appropriate classification  
30 representative. The packets shall be kept by the Vice President.  
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32 **Section 5.6. Legislative Chair.**

33 The Chapter legislative chair functions in a supportive role to the chapter president, legislative council  
34 and regional political action teams in developing and nurturing an effective grassroots political  
35 organization. Legislative chairs are a critical link to our members. They provide a system through  
36 which information is disseminated to members about legislative action. They help educate, inform and  
37 call members to action. In addition, they serve as sounding boards for members concerns. This  
38 ensures we have the best possible representation for classified educational employees.  
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42 **ARTICLE VI**

43 **MISCELLANEOUS PROVISIONS**

44 **Section 6.1.**

45 This organization shall be at all times subject to the provisions of the Articles of Incorporation and  
46 Bylaws of the Public School Employees of Washington/SEIU Local 1948.  
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**Section 6.2.**

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 6.3.**

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. The strict adherence to Robert’s Rules of Order will not be required in the running of general or special meetings, but rather members will be allowed free opportunity to express themselves and not be restricted by their complete understanding of Robert’s Rules of Order. All nominations, motions, voting methods and pertinent actions will adhere to Robert’s Rules of Order.

**ARTICLE VII**

**COMMITTEES & 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 from each represented unit of the Chapter. The Grievance Committee will be selected by the President from volunteers.

**Section 7.2. Negotiating Committee.**

The Negotiation Committee shall be composed of the Executive Board and at least one (1) representative from each classification. Each classification representative shall be elected by each individual classification. The term of representation shall be one (1) year from September 1 through August 31. In the event that ongoing negotiations extend past the term of representation listed herein, then the term of representation shall be extended indefinitely until the negotiations come to a close. The intent of this language is to ensure that there is a consistent group of negotiators from beginning to end of any given negotiation cycle.

In the event that ongoing negotiations extend past the term of representation, the newly elected executive board will be allowed to attend the negotiations as non-participating members in an observing role only.

**Section 7.2.1**

Members shall receive a draft of any new contract language (including Letters of Agreement and Memorandum of Understanding) five calendar days prior to the meeting at which the vote shall be taken.

**Section 7.3. Audit Committee.**

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



**Section 7.4. 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.

**Section 7.5. Convention Delegates.**

Delegates shall be elected by the membership at a general meeting.

**Section 7.6. Nominating Committee.**

A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

**ARTICLE VIII  
AMENDMENTS**

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 at least five (5) days prior to the meeting at which said vote is to be taken.

\_\_\_\_\_  
/Signed by/

Tricia Labanauskas, Chapter President

\_\_\_\_\_  
11/4/2020

Date

Amended by the Board of Trustees on the 15<sup>th</sup> day of June 2000.  
Amended by the Board of Trustees on the 14<sup>th</sup> day of October 2003.

- ❖ Article III, Section 3.2.
- ❖ Article IV, Section 4.3.
- ❖ Article VII, Section 7.5.

Amended by the Board of Trustees on the 24<sup>th</sup> day of March 2004

- ❖ Article III, Section 3.2.
- ❖ Article IV, Section 4.1.
- ❖ Article VII, Section 7.2.

Amended by the Board of Trustees on the 20<sup>th</sup> day of April 2016

- ❖ Article III, Section 3.2.
- ❖ Article IV, Section 4.1.
- ❖ Article V, Section 5.2, 5.3, 5.4, 5.5. and 5.6.

Amended by the Board of Trustees on the 20<sup>th</sup> day of September 2016

- ❖ Article VII, Section 7.2.

Amended by the Board of Trustees on the 24<sup>th</sup> day of August 2020

- ❖ Article IV, Section 4.4.
- ❖ Housekeeping

