

CHAPTER BYLAWS

MONROE

Office Personnel

Public School Employees Of Washington / SEIU Local 1948
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1.866.820.5653

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.

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10 Collective bargaining is the 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 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 life.
15 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 effectively
18 in negotiations with the management of the Monroe School District and to conduct internal organizational
19 affairs according to democratic standards.

20
21 THEREFORE, we, the classified school employees of Monroe School District, in meeting, adopt these
22 Bylaws June 23, 2000.

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24 **A R T I C L E I**

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27 The name of this organization shall be the Public School Employees of Monroe Office Personnel.

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29 **A R T I C L E 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 Public School Employees of Washington on
34 July 22, 1992.

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36 **A R T I C L E III**

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39 This organization shall continue until a majority of all of the members vote to dissolve the 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 of Monroe Office Personnel in the Monroe School District.
- C. To promote the welfare of the membership and the classified employees of the Monroe 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 Monroe 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.

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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 office employee (as defined by the Public School Employees of Washington) by or in Monroe 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.**

4 Application shall be made on the standard Dues Authorization two-part card utilized in pursuance
5 to the current contractual agreement (Agreement 2009/2011: Article XIV).

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7 B. **Dues - Local.** (PSE of Monroe Office Personnel, an affiliate of Public School Employees of
8 Washington)

9 Dues shall be one dollar (\$1.00) plus an additional dollar for scholarship fund for any part of
10 the period September 1 through August 31 of any year. Persons hired after September 1 or
11 persons terminating before August 31 shall not be eligible for refund of dues due to
12 overpayment.

13
14 C. **Dues - State.** (Public School Employees of Washington)

15 Dues shall be in accordance with the current bylaws of Public School Employees of Washington
16 (Bylaws of August 1, 1987: "one point five percent (1.5%) of gross monthly earnings, not to
17 exceed \$52.00." - Article IV).

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19 D. **Collection Of Dues.**

20 State and local dues shall be collected by payroll deduction. State dues shall be remitted to the
21 PSE Office in Auburn, Washington. Local dues shall be remitted to the Treasurer of Public
22 School Employees of Monroe Office Personnel to be deposited in the Public School Employees of
23 Monroe account. Membership dues are not refundable except where an error resulting in an
24 overpayment exists. Public School Employees of Washington will be responsible for refunds as
25 appropriate.

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27 E. **Maintenance Of Membership.**

28 Employees subject to the Contractual Agreement, fulfilling its requirements, shall be considered
29 in good standing so long as they initiate and continue membership and authorization of payroll
30 deduction of membership dues. Any employee failing to apply for membership within sixty (60)
31 days of the hire date, or to continue to pay dues through payroll deduction, shall be considered
32 delinquent. Failure to pay dues for two successive months, or to apply for membership within
33 sixty (60) days of hire, shall be considered as failure to abide by the provisions of the contractual
34 agreement regarding "membership in good standing in the Association."
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36 **Section 3. Rights.**

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38 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
39 organization. Active discussions of organization affairs shall be encouraged and protected within
40 this organization.

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42 B. Members shall have the right to fair and democratic elections at all levels of the organization.
43 This includes due notice of nominations and elections, equal opportunities for competing
44 candidates, and proper election procedures which shall be specifically set forth.
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- C. Members shall have an equal right to run and hold office, except those persons set forth in RCW 41.56.030, Paragraph 2, a, b and c; and those employees classified either by State statute or an appropriate State regulatory agency.
- 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 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 three (3) 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. Meetings called to ratify negotiated contract issues shall be subject to the following special rules:

- A. Ratification must be at a general membership meeting with full five (5) days notice.
- B. Only members in good standing shall have voting privileges.
- C. Voting shall be via secret ballot. Ballots shall be counted in the presence of the meeting as specified herein.
- D. Ballots shall be tabulated as follows:
 - 1. Tabulation shall be by a committee, appointed by the chair, in the presence of the membership.
 - 2. Ballots shall be retained, by the Secretary, for one year.

Section 4. 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 for any meeting except those meetings called for ratification of contractual issues and the purpose of electing officers by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

1 **Section 5.** At any meeting of the membership of this organization, each member present shall be entitled
2 to one vote. A member must be present to vote - no proxy vote will be allowed. A quorum shall consist
3 of members present.
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6 ARTICLE VII

8 MANAGEMENT

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10 **Section 1.** The business and property of this organization shall be managed by a Board of Trustees,
11 except when the meetings of the organization are in session. All matters affecting the purposes, aims and
12 means of accomplishing the purposes of this organization, not specifically provided for in these Bylaws or
13 by action of the members at a regular or special meeting shall be decided by the Board of Trustees.
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15 **Section 2.** The Board of Trustees shall be composed of the President, Vice President, Secretary,
16 Treasurer, and unit representatives elected by the membership.
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- 18 Classifications: 1. Secretarial/Clerical
19 2. Other units requesting further affiliation.
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21 **Section 3.** The term of office of the trustees of this organization shall be for a period of one (1) year from
22 the date of election.
23

24 **Section 4.** The Board of Trustees shall hold regular meetings as needed, and such special meetings as the
25 President or a majority of the Board shall deem necessary for the competent management of affairs of the
26 organization.
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28 **Section 5.** Each member of the Board of Trustees shall possess one (1) vote in matters coming before the
29 Board. All voting at meetings of the Board of Trustees shall be by each member present in person, and
30 voting by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute
31 a quorum.
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33 **Section 6.** Any trustee may be removed from office by a two-thirds (2/3) majority vote of the
34 membership at any regular or special meeting of the membership of the organization. Notice of the
35 proposed removal of the trustee must be given to the trustee five (5) days prior to the date of the meeting
36 at which the removal is to be voted upon. Such notice to the trustee must state the cause for the proposed
37 removal.
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39 **Section 7.** Unexcused absences from two (2) consecutive meetings of the Board of Trustees shall be due
40 cause for removal of the trustee by the Board of Trustees. Removal of a Board member because of
41 excessive absenteeism shall not require the 2/3 vote of the membership.
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1 **Section 8.** Any vacancies occurring on the Board of Trustees by reason of death, resignation or removal
2 shall be filled by the remaining trustees. In the event that such trustee is an officer, such selection shall be
3 from the membership at large. All other trustees' vacancies shall be filled from the classification of which
4 they are representatives. Such appointee shall serve during the unexpired term of the trustees whose
5 position has become vacant.
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9 ARTICLE VIII

10 OFFICERS, NOMINATIONS AND ELECTIONS

11 **Section 1.** The officers of this organization shall be a President, a Vice President, a Secretary, and a
12 Treasurer. The terms of office shall be as follows:

13 Spring 2009 - The President and Secretary.

14 Spring 2010 - The Vice President and Treasurer.

15 Elections for officers shall be continued in staggered two (2) year terms.
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18 **Section 2.** Nominations may be made by the nominating committee, but whether or not such nominating
19 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.
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22 **Section 3.** To be eligible for office, a member must be in good standing for one year immediately
23 preceding the election, except in the initial election held in this organization, and must qualify under the
24 provisions of Article V, Section 3-C.
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27 **Section 4.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to
28 afford all members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given
29 the membership prior to the holding of the election.
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32 **Section 5.** Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer
33 and trustee, contained in these Bylaws.
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37 ARTICLE IX

38 DUTIES OF OFFICERS

39 **Section 1. President.** The President shall preside at all meetings of the organization and of the Board of
40 Trustees. The President shall supervise all activities of the organization; execute all instruments in its
41 behalf; countersign all checks drawn against the funds of the organization; appoint all special committees
42 of the organization subject to the approval of the Board of Trustees; report periodically to the membership
43 regarding the progress and standing of the organization in regard to the President's official acts; perform
44 all other duties as prescribed in the Bylaws and perform such other duties usually inherent in such office.
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1 **Section 2. Vice President.** The Vice President shall act for the President in the President's absence and
2 perform such other acts as the President or Board of Trustees may direct. The Vice President may be
3 authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of the
4 organization in place of or in addition to either the President or Treasurer.
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6 **Section 3. Secretary.** It shall be the duty of the Secretary to keep all records of the organization, the
7 Board of Trustees, and to perform such other acts as the President and Board of Trustees may direct.
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9 **Section 4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies
10 belonging to the organization; pay all obligations incurred by the organization in payment as authorized
11 by the Board of Trustees; maintain bank accounts and depositories designated by the Board of Trustees;
12 and such money shall be withdrawn electronically or by check signed by the President and/or
13 Vice President and the Treasurer; and shall render periodical financial reports as required by the Board of
14 Trustees or by the membership; and keep an accurate record of receipts and disbursements; and shall act
15 as custodian of all properties of the organization.
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19 ARTICLE X

20 MISCELLANEOUS PROVISIONS

21 **Section 1.** This organization shall be at all times subject to the provisions of the Articles of Incorporation
22 and Bylaws of the Public School Employees of Washington.
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24 **Section 2.** Except to the extent specified in the Bylaws, no officer of this organization shall have the
25 power to act as agent for, or otherwise bind this organization in any way whatsoever. No member or
26 group of members or any other person or persons shall have the power to act on behalf of or otherwise
27 bind the organization except to the extent specifically authorized in writing by the President or Board of
28 Trustees of the organization.
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30 **Section 3.** The latest edition of Robert's Rules Of Order shall be the guide in all cases in which they are
31 applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this
32 organization or of the Public School Employees of Washington.
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38 ARTICLE XI

39 COMMITTEES AND DELEGATES

40 **Section 1. Grievance Committee.** A Grievance Committee shall be composed of the President or
41 Vice President and at least one unit representative from each represented unit of the Chapter.
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43 **Section 2. Negotiating Committee.** A Negotiating Committee shall be selected by the Board of
44 Trustees.
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1 **Section 3. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees.

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3 **Section 4. Nominating Committee.** A Nominating Committee may be appointed by the Board of
4 Trustees or elected to make nominations.

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6 **Section 5. Labor Management Committee.** A Labor Management Committee consistent with the
7 current contractual agreement, shall be selected by the Board of Trustees.

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9 **Section 6. Other Or Special Committees.** The Board of Trustees shall designate such special
10 committees as they determine necessary in the carrying out of the objectives and purposes of this
11 organization.

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13 **Section 7. Convention Delegates.** Delegates shall be selected by the membership via secret ballot.
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17 **ARTICLE XII**

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19 **AMENDMENTS**

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21 **Section 1.** These Bylaws may be amended by a majority vote of the membership at any regular or special
22 meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the
23 members at least five (5) days prior to the meeting at which said vote is to be taken.
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27 BY: /signed by/
28 Lorena D. Shewmaker, Chapter President

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31 DATE: June 7, 2011
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35 Amended by the membership September 19, 1994.
36 Amended June 23, 2000.
37 Amended May 19, 2011.
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