

CHAPTER BYLAWS

AMENDED MARCH 10, 2010

MONTESANO

**Public School Employees of Washington / SEIU 1948
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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.
6 One of the fundamental tenets of Democratic government is the consent of the governed.

7
8 We are both employees and citizens.

9
10 Collective bargaining is the expression of citizenship in employment. Participation in the political
11 life of the nation, state, local municipalities, and school district is but another aspect of that
12 citizenship.

13
14 In the same way that we are organized to improve the terms and conditions of employment, we are
15 equally dedicated to exert ourselves, individually and collectively, to fulfill the promise of
16 American life. Amidst unparalleled abundance, there should not be want.

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18 We are under a solemn obligation to represent the members of this organization forcefully and
19 effectively in negotiations with the management of the Montesano School District and to conduct
20 internal organizational affairs according to democratic standards.

21
22 THEREFORE, we, the classified school employees of Montesano School District, in meeting,
23 adopt these bylaws this 8th day of November, 1974.

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

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29 The name of this organization shall be the Public School Employees of Montesano.

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32 **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 / SEIU 1948. This organization was chartered by Public School Employees of
37 Washington on November 8, 1974.

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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 / SEIU 1948.
- B. To promote the organization of Public School Employees in the Montesano School District.
- C. To promote the welfare of the membership and the classified employees of the Montesano 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 Montesano 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 employee (as defined by the Public School Employees of Washington / SEIU 1948) by or in Montesano School District, and who are members of the Public School Employees of Washington / SEIU 1948, are eligible for membership in the organization.

1 **Section 2. Rights.**

- 2
- 3 A. Members shall suffer no impairment of freedom of speech concerning the operations of
- 4 this organization. Active discussions of organization affairs shall be encouraged and
- 5 protected within this organization.
- 6
- 7 B. Members shall have the right to fair and democratic elections at all levels of the
- 8 organization. This includes due notice of nominations and elections, equal
- 9 opportunities for competing candidates, and proper election procedures which shall be
- 10 specifically set forth.
- 11
- 12 C. Members shall have an equal right to run and hold office, except those persons set forth
- 13 in RCW 41.56.030 Par. 2, a, b and c; and those employees classified either by state
- 14 statute or appropriate state regulatory agencies as being a "supervisory employee"
- 15 and/or holding any part of a job as supervisor.
- 16
- 17 D. Members shall have the right to a full and clear accounting of all organizational funds.
- 18 At all levels such accounting shall include, but not be limited to, periodical reports to
- 19 the membership by appropriate fiscal officers or by independent auditors not otherwise
- 20 connected with the organization, and a financial audit at least once a year which is made
- 21 available to all members.
- 22
- 23 E. Members shall have the right to full participation, through discussion and vote, in the
- 24 decision making processes of the organization and to pertinent information needed for
- 25 the exercises of this right.
- 26

27 **Section 3. Dues.**

- 28
- 29 A. Application for membership shall be made on a standard application form provided by
- 30 Public School Employees of Washington / SEIU 1948. Such form includes a valid
- 31 authorization for payroll deduction of dues.
- 32
- 33 B. Dues to Public School Employees of Washington / SEIU 1948 shall be as authorized by
- 34 the current bylaws of Public School Employees of Washington / SEIU 1948.
- 35
- 36 C. Dues to Public School Employees of Montesano (local dues) shall be two dollars
- 37 (\$2.00) each month. Such dues shall be dedicated as follows: one dollar (\$1.00) to a
- 38 student scholarship fund and one dollar (\$1.00) to the chapter's operating fund. At no
- 39 time may monies be transferred from the scholarship fund to the chapter's operating
- 40 fund. Persons who have signed a standard application form and are therefore paying
- 41 through a system of regular payroll deduction shall, for as long as they continue to pay
- 42 through such payroll deduction, be considered to be in good standing.
- 43
- 44 D. When a member is unemployed for more than twenty (20) days in any calendar month
- 45 and does not receive unemployment compensation or sick pay or other remuneration,
- 46 they may be entitled to credit for dues for the period of unemployment, not to exceed
- 47 six (6) months in any calendar year.
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- 1 E. Membership dues are not refundable except where an error resulting in an overpayment
2 exists.
3
- 4 F. Dues paid by the chapter president subject to Article XII, Section 12.1, of the Collective
5 Bargaining Agreement will be reimbursed, up to \$300.00 by the chapter from the
6 chapter treasury. If two presidents hold office, the dues reimbursement will be shared
7 equally to a maximum of \$300.00 total. The chapter presidents' dues will be
8 reimbursed annually in the month of July.
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10 11 12 **ARTICLE VI**

13 14 **MEETINGS**

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16 **Section 1.** General membership meetings of this organization shall be held at least two (2) times
17 annually at a time and place to be fixed by the membership or the Board of Trustees.
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19 **Section 2.** Special meetings may be called by the president, the Board of Trustees, or by petition
20 filed with the president and signed by twenty percent (20%) of the members of this organization.
21

22 **Section 3.** The president shall provide at least five (5) days notification to all members of any
23 meeting called. However, said five (5) days notice may be waived by the Board of Trustees
24 provided that every reasonable effort is employed to notify the membership of the meeting.
25

26 **Section 4.** At any meeting of the membership of this organization, each member present shall be
27 entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A
28 minimum of five (5) members must be present to constitute a quorum before any organization
29 business may be transacted.
30

31 32 33 **ARTICLE VII**

34 35 **MANAGEMENT**

36
37 **Section 1.** The business and property of this organization shall be managed by a Board of
38 Trustees, except when the meetings of the organization are in session. All matters affecting the
39 purposes, aims and means of accomplishing the purposes of this organization, not specifically
40 provided for in these bylaws or by action of the members at a regular or special meeting shall be
41 decided by the Board of Trustees.
42

43 **Section 2.** The Board of Trustees shall be composed of the president, vice president, secretary,
44 treasurer, and/or co-officers and a unit representative elected by the unit from each of the
45 following classifications of employees of the school district if represented by the local Public
46 School Employees organization. Unit representatives shall be elected at the last unit meeting of
47 the curriculum school year.
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1 **Section 2.** Nominations may be made by the nominating committee, but whether or not such
2 nominating committee is used, nominations shall be permitted from the floor at the meeting held to
3 elect officers.

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5 **Section 3.** To be eligible for office, a member must be in good standing for one (1) year
6 immediately preceding the election, except in the initial election held in this organization, and
7 must qualify under the provisions of Article V, Section 2-C.

8
9 **Section 4.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted
10 as to afford all members a reasonable opportunity to vote. At least ten (10) days advance notice
11 shall be given the membership prior to the holding of the election.

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

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18 **ARTICLE IX**

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20 **DUTIES OF OFFICERS**

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22 **Section 1. President.** The president or co-presidents shall preside at all meetings of the
23 organization and of the Board of Trustees. The president(s) shall supervise all activities of the
24 organization; execute all instruments in its behalf; counter-sign all checks drawn against the funds
25 of the organization; appoint all special committees of the organization subject to the approval of
26 the Board of Trustees; report periodically to the membership regarding the progress and standing
27 of the organization in regard to the president's official acts; perform all other duties as prescribed
28 in the bylaws and perform such other duties usually inherent in such office.

29
30 **Section 2. Vice President.** The vice president shall act for the president in the president's absence
31 and perform such other acts as the president or Board of Trustees may direct. The vice president
32 may be authorized, by the Board of Trustees, to act as a co-signer of checks drawn on the funds of
33 the organization in place of or in addition to either the president or treasurer.

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35 **Section 3. Secretary.** It shall be the duty of the secretary to keep all records of the organization,
36 the Board of Trustees, and to perform such other acts as the president and Board of Trustees may
37 direct.

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39 **Section 4. Treasurer.** The treasurer shall receive and be accountable for all funds and monies
40 belonging to the organization; pay all obligations incurred by the organization in payment as
41 authorized by the Board of Trustees; maintain bank accounts and depositories designated by the
42 Board of Trustees; and such money shall be withdrawn only by checks signed by the president or
43 vice president, and the treasurer; and shall render periodical financial reports as required by the
44 Board of Trustees or by the membership; and keep an accurate record of receipts and
45 disbursements; and shall act as custodian of all properties of the organization.

1 A. Service Recognition and Award. The chapter will award employees who have been
2 employed by the Montesano School District for ten (10) to fourteen (14) years with a fifty
3 dollar (\$50.00) retirement award and fifteen (15) plus years with a one hundred dollar
4 (\$100.00) retirement award.
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8 ARTICLE X

9 10 MISCELLANEOUS PROVISIONS

11
12 **Section 1.** This organization shall be at all times subject to the provisions of the Articles of
13 Incorporation and Bylaws of the Public School Employees of Washington / SEIU 1948.
14

15 **Section 2.** Except to the extent specified in the bylaws, no officer of this organization shall have
16 the power to act as agent for, or otherwise bind this organization in any way whatsoever. No
17 member or group of members or any other person or persons shall have the power to act on behalf
18 of or otherwise bind the organization except to the extent specifically authorized in writing by the
19 president or Board of Trustees of the organization.
20

21 **Section 3.** The latest edition of Robert's Rules Of Order shall be the guide in all cases in which
22 they are applicable, and in which they are not inconsistent with the constitution, bylaws and
23 special rules of this organization or of the Public School Employees of Washington / SEIU 1948.
24

25 **Section 4. Chapter Budget.** At the first chapter meeting of each school year, the Board of
26 Trustees shall present for chapter approval a budget of planned revenue and expenses for the
27 school year.
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31 ARTICLE XI

32 COMMITTEES AND DELEGATES

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35 **Section 1. Grievance Committee.** A Grievance Committee shall be composed of the vice
36 president and the unit representatives serving on the Board of Trustees. The committee shall be
37 responsible for determining if the chapter shall support a grievance as described in the collective
38 bargaining agreement. The committee shall elect its chair. The quorum shall be a majority of the
39 members of the committee.
40

41 **Section 2. Negotiating Committee.** A Negotiating Committee shall be responsible for effectively
42 and forcefully representing the best interest of the entire Association. It shall be authorized to
43 reach tentative agreement with the District on membership concerns (e.g., letters of agreement,
44 memorandums of understanding, and a new collective bargaining agreement).
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1 This committee shall have the following members:

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3 1. The president(s) who shall continue to serve to completion of a negotiation as a voting member
4 notwithstanding a different president(s) may have been elected.

5

6 2. A unit representative elected by each classification who shall be responsible for negotiating for
7 that school year, or, if negotiations continue beyond the year, to completion of the issue being
8 negotiated.

9

10 Special rules of the Committee are:

11

12 1. A chairperson shall be elected by the Committee.

13

14 2. Three unexcused consecutive absences constitute automatic removal from the committee.

15

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

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18 **Section 4. Other Or Special Committees.** The Board of Trustees shall designate such special
19 committees as they determine necessary in the carrying out of the objectives and purposes of this
20 organization.

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22 **Section 5. Convention Delegates.** Delegates shall be elected by the membership. Delegates shall
23 pay their own expenses including registration, lodging, and gas. Delegates will submit receipts for
24 reimbursable expenses and will be reimbursed for said expenses within sixty (60) days following
25 convention.

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27 **Section 6. Nominating Committee.** A Nominating Committee may be appointed by the Board of
28 Trustees or elected to make nominations.

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30 **Section 7. Scholarship Committee.** A scholarship committee shall have the responsibility to
31 determine how many scholarships will be awarded and who will receive the scholarships. The
32 maximum amount of scholarships to be awarded in any year shall be one thousand dollars
33 (\$1,000.00).

34

35 In deciding who shall receive the scholarship(s) the committee shall observe the following rules:

36

37 1. Students of PSE members shall receive priority recognition.

38 2. No scholarship shall be awarded to a student already awarded a full scholarship.

39 3. Should an applicant be a relation of a committee member, such member shall declare their
40 conflict of interest and shall not participate in the committee's discussion or vote on the
41 committee recommendation involving this applicant.

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43 Additional rules of the committee are:

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45 1. It shall be composed of a minimum of three (3) members.

46 2. A chairperson shall be elected by the committee.

47 3. The quorum shall be a majority of the members of the committee.

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ARTICLE XII

AMENDMENTS

Section 1. These bylaws may be amended by a majority vote of the membership at any regular or special meeting thereof; providing, that a notice of the intent to amend any specific provision be given to the membership at least five (5) days prior to the meeting at which said vote is to be taken.

- Adopted November 8, 1974.
Amended January 30, 1985.
Amended May 7, 1985.
Amended May 7, 1986.
Amended November 17, 1998.
Amended April 14, 2004.
Amended May 12, 2004.
Amended April 25, 2005.
Amended June 7, 2006.
Amended March 10, 2010.

Signed by
Myrna Smith, Chapter President