

B Y L A W S

Amended March 27, 2006

Public School Employees of Morton

Public School Employees Of Washington

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Service Employees International Union

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PREAMBLE

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 principles of democratic government is the consent of the governed.

We are under a solemn obligation to effectively represent the members of this chapter when we are meeting and working with the management of the Morton School District and to conduct chapter business according to democratic standards.

Therefore, we, the classified school employees of Morton School District, in meeting, adopt these bylaws November 18, 1971.

ARTICLE I

The name of this chapter shall be the Public School Employees of Morton.

ARTICLE II

This chapter shall be affiliated with and be a chapter of the Public School Employees of Washington. This chapter was chartered by Public School Employees of Washington on November 8, 1971.

ARTICLE III

This chapter shall have the following priorities:

- 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 welfare of the membership and the classified employees of the Morton 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.
- C. 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 Morton School District.

1 D. Both as members and as citizens, we shall also employ available legislative and political action
2 to establish adequate financial provisions for the improvement of public school education and
3 equitable consideration for the classified school employees from the state legislators.

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5 E. To establish better fellowship and understanding among classified school employees.
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9 **ARTICLE IV**

10 **MEMBERSHIP**

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13 **Section 1. Eligibility.** Except as otherwise provided in these Bylaws, any person, without regard
14 to race, creed, color, national origin, sex or political belief, who meets the requirements hereinafter
15 listed shall be eligible for membership.
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17 A. All persons regularly employed as a classified school employee (as defined by the Public
18 School Employees of Washington and the current collective bargaining agreement).
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20 **Section 2. Dues.**

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22 A. Application for membership shall be made on a standard application form provided by Public
23 School Employees of Washington
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25 B. Local Dues. Local membership dues of this chapter shall be \$12.00 per year collected by
26 payroll deduction in the first paycheck of the school year.
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28 C. State (PSE) Dues. Dues shall be one and five-tenths percent (1.5%) of each member's gross monthly
29 earnings or \$50 per month, whichever is less. The monthly dues cap will be increased in odd-
30 numbered years by \$1.00 until 2015 inclusive.
31

32 D. Chapter Rebates. The Chapter in accordance with the provision of the State Bylaws shall receive dues
33 rebates from the State organization if a chapter member attends the annual convention. The rebate
34 shall be five percent (5%) of the total monthly dues paid by members and agency fee payers.
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36 E. Continuing Employment Rights. Employees who have continuing employment rights such as an
37 employee laid off, on an approved leave of absence, or terminated and going through the grievance
38 process to get their job back, shall be considered members in good standing. Once they lose their
39 continuing employment rights, they are no longer considered members in good standing.
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41 F. Membership dues are not refundable except where an error resulting in an overpayment exists.
42 Members who feel there has been an error shall provide their PSE field representative in a timely
43 manner the pay stubs that show the amounts mistakenly withheld along with an explanation of the
44 error.
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1 **Section 3. Rights.**
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- 3 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
4 chapter. Active discussions of chapter business shall be encouraged and protected within this
5 chapter.
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- 7 B. Members shall have the right to fair and democratic elections at all levels of the chapter. This
8 includes due notice of nominations and elections, equal opportunities for competing candidates,
9 and proper election procedures which shall be specifically set forth.
10
- 11 C. Members shall have an equal right to run and hold office, as long as the member does not have a
12 conflict of interest as described in the Article V (B) in the PSE State Bylaws which reads as follows:
13 Any PSE member who is also a member of another union must disclose this fact before running for
14 PSE office at any level or participating in a vote on a matter which may raise a conflict of interest
15 between PSE and the other union. Failure to disclose such information in advance of the election or
16 vote may result in removal from the office or reconsideration of any other relevant vote.
17
- 18 D. Members shall have the right to a full and clear accounting of all chapter funds. At all levels,
19 such accounting shall include, but not be limited to, periodic reports to the chapter and Board
20 by the treasurer and a financial audit at least once a year which is made available to all
21 members.
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- 23 E. Members shall have the right to full participation, through discussion and vote, in the decision
24 making processes of the chapter and to pertinent information needed for the exercises of this
25 right.
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29 **ARTICLE V**
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31 **MEETINGS**
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33 **Section 1.** General membership meetings of this chapter shall be held at least two (2) times
34 annually at a time and place to be fixed by the membership or the board of trustees.
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36 **Section 2.** Special meetings may be called by the president, the board of trustees, or by petition
37 filed with the president and signed by twenty percent (20%) of the members of this chapter.
38

39 **Section 3.** The president shall provide at least five (5) days notification to all members of any
40 meeting called. However, said five (5) days notice may be waived by the board of trustees
41 provided that every reasonable effort is employed to notify the membership of the meeting.
42

43 **Section 4.** At any meeting of the membership of this chapter, each member present shall be
44 entitled to one vote. A member must be present to vote – no proxy vote will be allowed. A
45 minimum of five (5) members must be present to constitute a quorum before any chapter business
46 may be transacted.
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ARTICLE VI

MANAGEMENT

Section 1. The business and property of this chapter shall be managed by a board of trustees, except when the meetings of the chapter are in session. All matters affecting the purposes, aims and means of accomplishing the purposes of this chapter, 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.

Section 2. Every officer and trustee shall, upon assuming office, subscribe to the obligation of an officer and trustee contained in these bylaws.

Section 3. Issue Resolution Process. So that each member can be effectively represented, members should take their issue first to their unit representative(s). As an alternative, if the member is uncomfortable working with the unit representative(s), the member can seek the assistance of any officer.

Section 4. Confidentiality. Since some issues are of a confidential nature, members of the Board of Trustees shall maintain and respect a member's right to have their issue addressed in a confidential manner.

Section 5. The board of trustees shall be composed of the president, vice president, secretary, treasurer, and a unit representative elected by each of the following classifications:

1. Custodial
2. Food Service
3. Library Technician
4. Maintenance
5. Paraprofessional.
6. Transportation

Section 6. The term of office of the trustees of this chapter shall be for a period of one (1) year from the date of election.

Section 7. The board of trustees shall hold such meetings as the president or the board shall deem necessary for the competent management of chapter business.

Section 8. 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 9. Any officer 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 chapter. A unit representative may be removed by a two-thirds (2/3) majority vote of the unit members who attend the unit meeting. 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.

1 **Section 10.** Unexcused absences from three (3) consecutive meetings of the board of trustees shall
2 be due cause for removal of the trustee by the board of trustees. Provided however, a trustee who has
3 two (2) unexcused absences shall receive a letter notifying the trustee that a third consecutive unexcused
4 absence will result in the Board removing them from their position. Trustees should inform the secretary
5 prior to the Board meeting to explain the reasons why they cannot attend. If the trustee is unable to give
6 advance notification, they will contact the secretary as soon as possible after the meeting to explain why
7 they could not attend. Removal of a board member because of excessive absenteeism shall not
8 require the 2/3 vote of membership.

9
10 **Section 11.** Any vacancies occurring on the board of trustees by reason of death, resignation, or
11 removal shall be filled by the remaining trustees. In the event the vacancy is the presidency, the
12 vice president shall assume the office of president. When filling all other office vacancies such
13 selection shall be from the membership at large. Unit representative vacancies shall be filled by
14 election by the classification members of which they are representatives. Such replacement officer
15 or unit representative shall serve during the unexpired term of the officer or unit representative whose
16 position has become vacant.

17 18 19 20 **ARTICLE VII**

21 **OFFICERS, NOMINATIONS AND ELECTIONS**

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24 **Section 1.** The officers of this chapter shall be a president, a vice president, a secretary, and
25 treasurer. All officers shall be elected for a term of one year. Elections shall take place the day
26 before students come back to school.

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28 **Section 2.** To be eligible for office, a member must be in good standing for one (1) year
29 immediately preceding the election.

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31 **Section 3.** Officers shall be elected by secret ballot vote, and the balloting shall be so conducted
32 as to afford all members a reasonable opportunity to vote. At least ten (10) days advance notice
33 shall be given the membership prior to the holding of the election.

34 35 36 37 **ARTICLE VIII**

38 **DUTIES OF OFFICERS**

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41 **Section 1. President.** The president shall preside at all meetings of the chapter and of the board
42 of trustees. The president shall supervise all activities of the chapter; execute all instruments in its
43 behalf; counter-sign all checks drawn against the funds of the chapter; report periodically to the
44 membership regarding the progress and standing of the chapter in regard to the President's official
45 acts; perform all other duties as prescribed in the bylaws; and perform such other duties usually
46 inherent in such office.

1 **Section 2. Vice President.** The vice president shall act for the president in the president's
2 absence and perform such other acts as the president or board of trustees may direct. The vice
3 president may be authorized, by the board of trustees, to act as a co-signer of checks drawn on the
4 funds of the chapter 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 chapter, 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 belonging to
10 the chapter; pay all obligations incurred by the chapter in payment as authorized by the board of
11 trustees; maintain bank accounts designated by the board of trustees; and such money shall be
12 withdrawn only by checks signed by the president and/or vice president and the treasurer; and shall
13 render periodic financial reports as required by the board of trustees or by the membership, and
14 keep an accurate record of receipts and disbursements; and shall act as custodian of all properties
15 of the chapter.
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19 **ARTICLE IX**

20 **MISCELLANEOUS PROVISIONS**

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23 **Section 1.** This chapter shall be at all times subject to the provisions of the Articles of
24 Incorporation and Bylaws of the Public School Employees of Washington.
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26 **Section 2.** Except to the extent specified in the bylaws, no officer of this chapter shall have the
27 power to act as agent for, or otherwise bind this chapter in any way whatsoever. No member or
28 group of members or any other person or persons shall have the power to act on behalf of or
29 otherwise bind the chapter except to the extent specifically authorized in writing by the president
30 or board of trustees of the chapter.
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32 **Section 3.** The latest edition of Robert's Rules of Order shall be the guide in all cases in which
33 they are applicable, and in which they are not inconsistent with the bylaws and special rules of this
34 chapter or of the Public School Employees of Washington.
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36 **Section 4.** This chapter shall continue until a majority of all of the members vote to dissolve the
37 chapter.
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ARTICLE X

COMMITTEES AND DELEGATES

Section 1. Grievance Committee. The Grievance Committee shall determine if the Chapter should support a grievance. In making such a determination, the Committee shall determine if a grievance has merit prior to the arbitration step. At the arbitration step, the Committee shall determine if the grievance is a valid violation of the collective bargaining agreement. If a grievance is denied by the grievance committee, the employee may appeal the Committee decision to the State grievance panel. Grievance timelines shall be extended in order to protect the employee's grievance rights. A grievance committee shall be composed of the president or vice president (only if the president cannot attend) and one (1) unit representative from each unit.

Section 2. Negotiating Committee. The Negotiating Committee is responsible for effectively and assertively representing the best interests of the entire Chapter. It shall be authorized to reach tentative agreement with the District on membership concerns. The negotiating committee shall be the members of the board of trustees.

Section 3. 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 chapter.

Section 4. Convention Delegates. Delegates shall be selected by secret ballot vote.

ARTICLE XI

AMENDMENTS

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

Adopted on November 18, 1971.

Amended on February 23, 1983.

Amended on March 27, 2006.