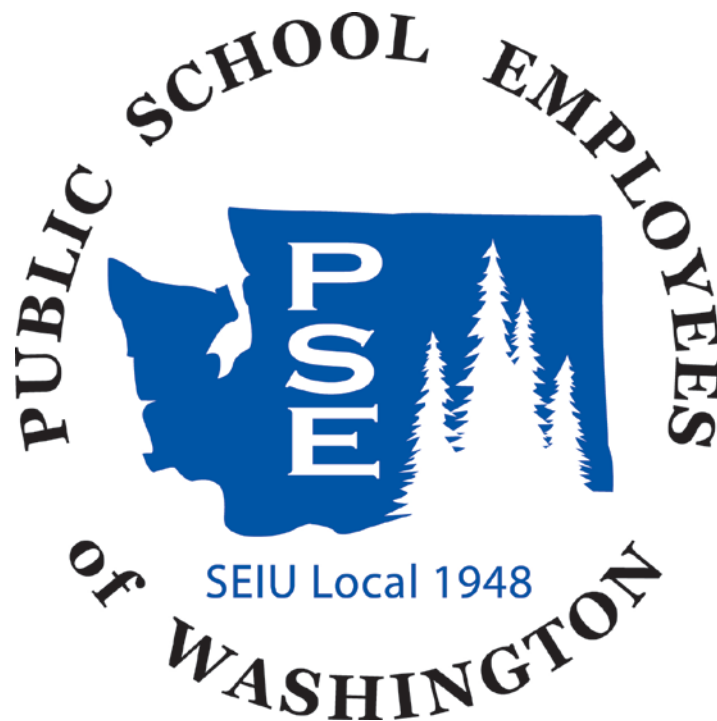


CHAPTER BYLAWS

MOSSYROCK



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 Mossyrock and shall be an affiliate of PSE/SEIU Local 1948, a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington. This organization was chartered by Public School Employees of Washington on 11th July 2003.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Mossyrock to work closely with PSE/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.

C. VISION - WHAT WE STRIVE TO ACHIEVE

We will provide service of superior quality and value that best meets the needs of our Chapter members. We will achieve that purpose through an organization and working environment which attracts the finest people, fully develops and challenges individual talents, encourages our free and spirited collaboration to drive the organization ahead, and maintains PSE's historic principles of integrity and commitment to do the right thing.

Through the successful pursuit of our commitment, we expect our services, programs, and activities to achieve a leadership position in representing all classified employees. As a result, PSE, our members, PSE employees, the school district in which we work, and the community in which we live will grow and prosper.

D. VALUES-THAT WHICH GUIDES OUR DECISIONS, PERFORMANCE, AND CONDUCT

Recognizing the needs of members and PSE staff, we are committed to:

- Striving for excellence and demonstrating pride in our work.
- Having open, honest communications.
- Providing high-quality service.
- Creating a work environment that is enjoyable, rewarding, and comfortable. We want it to be based on trust and concern for the rights and welfare of others.
- Embodying honesty and integrity in our conduct and relationships with others.
- Treating others fairly, equally and respecting their individual dignity.
- Recognizing individual worth.
- Supporting creativity, innovation, and constructive changes in the organization.
- Demonstrating accountability for our performance, actions, and behavior.

- Doing the professional, technical, organizational, and ethically “right” thing as opposed to the easy, popular, or politically expedient thing.
- Demonstrating a high level of social responsibility.

ARTICLE I
MEMBERSHIP

Section 1.1.

Except as otherwise provided in these bylaws, any person, without regard to race, creed, color, national origin, sex, or political belief, shall be eligible for membership.

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Mossyrock School District, and who is a member of PSE/SEIU Local 1948, is eligible for membership in this Chapter. A classified employee is one whose position does not require a teaching certificate.

Section 1.1.2. Member In Good Standing.

To be eligible to vote and to hold office, a member must be in good standing. To be in good standing, the member shall be employed and current in payment of dues as are required by these bylaws. Any member, who is on authorized leave of absence pursuant to the Collective Bargaining Agreement, shall retain the right to vote and hold office. Any member who is terminated from employment shall not be eligible to vote or hold office.

ARTICLE II
DUES

Section 2.1. State Dues.

State dues shall be paid monthly to the state office of PSE as outlined in the state bylaws.

Section 2.1.1. Chapter Rebates.

Dues rebates from the state organization shall be received by the Chapter in accordance with the provisions of the state bylaws.

Section 2.2. Local Dues.

Local membership dues shall be one dollar (\$1.00) per month. Local dues shall be paid monthly to the Chapter Treasurer by the school district. Any member who is on an authorized leave of absence

1 pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon
2 approval by the Chapter Board of Trustees.

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4 **Section 2.3. Refunds.**

5 Membership dues are not refundable except where an error resulting in an overpayment exists.
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9 **ARTICLE III**

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11 **GOVERNANCE AND OPERATIONS**

12
13 **Section 3.1.**

14 PSE shall be governed by a representative form of government.
15

16 **Section 3.2.**

17 Members shall suffer no impairment of freedom of speech concerning the operations of this
18 organization. Active discussions of organization affairs shall be encouraged and protected within this
19 organization.
20

21 **Section 3.3.**

22 Members shall have the right to a full and clear accounting of all organizational funds. At all levels
23 such accounting shall include, but not be limited to, periodical reports to the membership by
24 appropriate fiscal officers or by independent auditors not otherwise connected with the organization,
25 and a financial audit at least once a year which is made available to all members.
26

27 **Section 3.4.**

28 Members shall have the right to full participation, through discussion and vote, in the decision making
29 processes of the organization and to pertinent information needed for the exercises of this right.
30

31 **Section 3.5. GOVERNING BODY.**

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33 **Section 3.5.1. Board of Trustees.**

34 Except when general meetings of the Chapter are in session, the business and property of this
35 Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of
36 the membership is vested in the elected Board of Trustees who shall decide all matters affecting
37 the purposes, aims and means of accomplishing the purposes of this Chapter, not specifically
38 provided for in these bylaws or by action of the members at a regular or special meeting.
39

40 **Section 3.5.2. PSE Field Staff.**

41 PSE field staff shall work closely with the Chapter in an advisory position. All decisions
42 governing the business of the local Chapter shall be the sole responsibility of the elected
43 officials and membership of the Chapter.
44

45 **Section 3.6. OPERATING PRINCIPLES.**

46 In order to provide the Chapter with the highest quality direction and management possible, the
47 following operating principles shall guide the Board of Trustees.
48

1 **Section 4.6.**

2 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this
3 Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE
4 state bylaws, these bylaws and with any special rules of order this Chapter may adopt.
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8 **ARTICLE V**

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10 **BOARD OF TRUSTEES**
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12 **Section 5.1.**

13 The Board of Trustees shall be composed of the President, Vice President, Secretary, membership
14 officer, Treasurer, and a unit representative (herein known as a trustee) elected by the unit from each
15 classification of employees of the school district if represented by the local Public School Employees
16 organization.
17

18 **Section 5.2.**

19 The term of office shall be for a period of three (3) years, or until their successors are elected.
20

21 **Section 5.3.**

22 The Board of Trustees shall hold regular meetings, and such special meetings as the President or the
23 board shall deem necessary for the competent management of affairs of the Chapter.
24

25 **Section 5.4.**

26 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.
27 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
28 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
29 quorum.
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31 **Section 5.5. Duties.**

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33 **Section 5.5.1. President.**

34 The President shall preside at all meetings of the Chapter and of the Board of Trustees. The
35 President shall be made aware of, and supervise all activities of the Chapter; execute all
36 instruments in its behalf; and work with PSE field staff, with the advice and consent of the
37 Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter. The
38 President shall appoint all special committees not otherwise provided for in the bylaws of the
39 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of
40 all committees. The President shall report periodically to the membership regarding the
41 progress and standing of the Chapter in regard to the President’s official acts; and perform all
42 other duties of the office.

43 **Section 5.5.2. Vice President.**

44 The Vice President shall provide such assistance to the President as requested; serve as
45 chairperson of the Grievance Committee; shall, in the absence of the President, perform duties
46 of that office; and in the case of permanent disability or resignation of the President, shall
47 succeed to that office for the unexpired portion of the current term of office.
48

1 **Section 6.3.**

2 Elections shall be held during the spring. Terms of office shall be from September 1 through
3 August 31.

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5 **Section 6.4.**

6 Nominations may be made by the nominating committee, but whether or not such nominating
7 committee is used, nominations shall be permitted from the floor at the meeting held for the election.

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9 **Section 6.5.**

10 To be eligible, a member must be in good standing for one (1) year immediately preceding the
11 election.

12
13 **Section 6.6.**

14 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
15 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) working days
16 advance notice shall be given the membership prior to the holding of the election.

17
18 **Section 6.6.1.**

19 All members of the Chapter shall be eligible to vote for the positions of President,
20 Vice President, Secretary, Membership Officer, and Treasurer. In the election of a Trustee,
21 only members in the classification of employees that the Trustee will represent shall be allowed
22 to vote.

23
24 **Section 6.7.**

25 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
26 contained in these bylaws.

27
28 **Section 6.8.**

29 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
30 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
31 must be given to the Board of Trustee member at least five (5) working days prior to the date of the
32 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
33 removal.

34
35 **Section 6.9.**

36 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
37 for removal of the member by the Board of Trustees. Removal of a board member because of
38 excessive absenteeism shall not require the 2/3 vote of the membership.

39
40 **Section 6.10.**

41 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in
42 accordance with the procedures set forth below:

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44 **Section 6.10.1.**

45 In the event the President cannot serve the remainder of his/her current term, the Vice President
46 shall serve as President for the completion of the term.

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ARTICLE VIII
COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President and at least one unit representative from each classification of employees in the Chapter; and shall be responsible for advising members of their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.

Section 8.2. Negotiating Committee.

A Negotiating Committee shall consist of a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE field representative in developing proposals and negotiating agreements.

Section 8.3. Resource Committee.

A Resource Committee shall consist of an elected representative from each employee group represented by the bargaining unit who shall work closely with the trustee. This committee shall be an information and resource liaison between the Board of Trustees and members. Resource Committee members shall not serve on the Board of Trustees.

Section 8.4. Communication Committee.

The Communication Committee shall consist of a newsletter editor and other members who shall publish a monthly newsletter to keep members informed regarding issues of concern to Chapter members. This committee shall submit Chapter news that may be of statewide interest to the regional office for possible publication in the PSE Employee by the 10th of each month.

Section 8.5. Governmental Affairs Committee.

The Governmental Affairs Committee shall work as a liaison between Chapter members and the zone representative on the state PSE Legislative Council. Names and address of all committee members shall be submitted to PSE/SEIU Local 1948, and PSE shall be notified of any changes in members or addresses.

Section 8.6. Annual Convention Delegates.

Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending the annual convention shall be paid by the Chapter or in accordance with appropriate provisions of PSE State Bylaws.

