

# **CHAPTER BYLAWS**

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# **NESPELEM**

Public School Employees Of Washington  
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## P R E A M B L E

### NAME

The name of this Chapter shall be Public School Employees of Nespelem School and shall be an affiliate of Public School Employees of Washington (PSE), a not-for-profit 501(c) 5 labor organization. This organization was chartered by Public School Employees of Washington on May 5, 1976.

### A. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of Nespelem School to work closely with Public School Employees of Washington 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.

### B. 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.

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## 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 Neselem School District, and who is a member of Public School Employees of Washington, 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. Application for membership shall be made on a Dues Authorization Card provided by Public School Employees of Washington.

**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, if at least one (1) Chapter member attends annual convention.

**Section 2.1.2. Refunds.** Membership dues are not refundable except where an error resulting in an overpayment exists.

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## ARTICLE III

### **GOVERNANCE AND OPERATIONS**

**Section 3.1.** PSE shall be governed by a representative form of government.

**Section 3.2.** Members shall suffer no impairment of freedom of speech concerning the operations of this organization. Active discussions of organization affairs shall be encouraged and protected within this organization.

**Section 3.3.** 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, periodical 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.

**Section 3.4.** 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.

### **Section 3.5. GOVERNING BODY/MANAGEMENT**

**Section 3.5.1. Board of Trustees.** Except when general meetings of the Chapter are in session, the business and property of this Chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of the membership is vested in the elected Board of Trustees who shall decide 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.

**Section 3.5.2. PSE Field Staff.** PSE field staff shall work closely with the Chapter in an advisory position. All decisions governing the business of the local Chapter shall be the sole responsibility of the elected officials and membership of the Chapter.

**Section 3.6. OPERATING PRINCIPLES.** In order to provide the Chapter with the highest quality direction and management possible, the following operating principles shall guide the Board of Trustees.

**Section 3.6.1. Board/Membership Relationships.** A positive, constructive, cooperative relationship between the Board of Trustees and the membership is essential to achieving the mission and vision of the organization. Therefore, the board and membership will conduct themselves in a way that promotes mutual trust, demonstrates respect for individual dignity, and displays professionalism. The board shall utilize positive conflict resolution methods and maintain open, honest lines of communication that respect an appropriate chain of command within the Chapter.

**Section 3.6.2. Media.** The President, or his/her designee, is the primary spokesperson for the Chapter. Media inquiries to individual board members about matters of Chapter concern should be referred to the Chapter President. Inquiries about a position of PSE on any matter of statewide concern or specific legislation should be referred to the Executive Director at state headquarters.

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**ARTICLE IV**

**MEETINGS**

**Section 4.1.** General membership meetings of this Chapter shall be held at least two (2) times annually at a time and place to be fixed by the membership or the Board of Trustees.

**Section 4.2.** 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 in good standing of this Chapter.

**Section 4.3.** 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 by the Board of Trustees provided that every reasonable effort is employed to notify the membership of the meeting.

**Section 4.4.** At any meeting of the membership of this Chapter, each member in good standing present shall be entitled to one vote. A member must be present to vote -- no proxy vote will be allowed.

**Section 4.5. Board of Trustees Meetings.** Meetings of the Board of Trustees shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the President. A majority of the members of the Board of Trustees shall constitute a quorum.

**Section 4.6.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE state Bylaws, these Bylaws and with any special rules of order this Chapter may adopt. A member may be appointed by the Board of Trustees to act as Parliamentarian at Chapter meetings.

**ARTICLE V**

**BOARD OF TRUSTEES**

**Section 5.1.** The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and may include a unit representative (herein known as a Trustee) elected by the unit from each classification of employees of the school, if represented by the local Public School Employees organization.

Classifications include:

1. Custodial/Maintenance
2. Food Service
3. Para-educators
4. Transportation

1 **Section 5.2.** The Board of Trustees shall hold regular meetings, and such special meetings as the  
2 President or the board shall deem necessary for the competent management of affairs of the Chapter.  
3

4 **Section 5.3.** Each member of the Board of Trustees shall possess one (1) vote in matters coming  
5 before the board. All voting at meetings of the Board of Trustees shall be by each member present in  
6 person, and voting by proxy shall not be allowed. A majority of the members of the Board of Trustees  
7 shall constitute a quorum.  
8

9 **Section 5.4.** Each member of the Board of Trustees must agree to do the following: Become  
10 knowledgeable of the Bylaws; follow the duties of their position as described in the Bylaws; and be  
11 willing to become knowledgeable of the current collective bargaining agreement.  
12

13 **Section 5.5. Duties.**  
14

15 **Section 5.5.1. President.** The President shall preside at all meetings of the Chapter and of the Board  
16 of Trustees. The President shall be made aware of, and supervise all activities of the Chapter; execute  
17 all instruments in its behalf; co-sign Chapter checks; and work with PSE field staff with the advice and  
18 consent of the Board of Trustees, to achieve the mission, vision, goals, and objectives of the Chapter.  
19 The President shall appoint all special committees not otherwise provided for in the Bylaws of the  
20 Chapter, subject to the approval of the Board of Trustees, and serve as an ex-officio member of all  
21 committees. The President shall report periodically to the membership regarding the progress and  
22 standing of the Chapter in regard to the President's official acts; and perform all other duties of the  
23 office.  
24

25 **Section 5.5.2. Vice President.** The Vice President shall provide such assistance to the President as  
26 requested; serve as chairperson of the Grievance Committee; shall, in the absence of the President,  
27 perform duties of that office; and in the case of permanent disability or resignation of the President,  
28 shall succeed to that office for the unexpired portion of the current term of office. The Vice President  
29 may be authorized, by the board, to act as a co-signer of checks drawn on the funds of the Chapter in  
30 place of or in addition to either the President or Treasurer.  
31

32 **Section 5.5.3. Secretary.** The Secretary shall ensure that the minutes of general membership meetings  
33 and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all  
34 records of the Chapter, the Board of Trustees, and to perform such other official functions as the  
35 President and Board of Trustees may direct.  
36

37 **Section 5.5.4. Treasurer.** The Treasurer shall receive and be accountable for all funds and monies  
38 belonging to the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of  
39 Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and  
40 depositories designated by the Board of Trustees. Such money shall be withdrawn only by checks  
41 signed by the President and/or Vice President and the Treasurer. The Treasurer shall render periodical  
42 financial reports as required by the Board of Trustees, the membership, or Public School Employees of  
43 Washington to ensure that the Chapter is in compliance with all laws and regulations required by the  
44 Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be  
45 from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian  
46 of all properties of the Chapter.  
47

1 **Section 5.5.5. Trustee/Classification Representative.** A Trustee/Classification Representative shall  
2 represent the classification of employees which elected them and express to the Board of Trustees the  
3 needs, desires, and concerns of the members in their classification. They will be responsible, along  
4 with the Grievance Committee, in advising an employee about their contractual rights.  
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## 8 ARTICLE VI

### 9 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

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12 **Section 6.1.** Members shall have the right to fair and democratic elections at all levels of the Chapter.  
13 This includes ten (10) working days notice of nominations and elections, and equal opportunities for  
14 competing candidates to state their qualifications and reasons for seeking office to the Chapter  
15 membership. Elections shall be conducted by secret written ballot and certified by the Chapter  
16 Secretary.  
17

18 **Section 6.2.** Members shall have an equal right to run and hold office, except those persons set forth in  
19 RCW 41.56.030 Par. 2, a, b and c, and those employees classified either by state statute or appropriate  
20 state regulatory agencies as being a “supervisory employee”.  
21

22 **Section 6.3.** Elections shall be held during the month of September. Terms of office shall be from  
23 September 1 through August 31.  
24

25 **Section 6.4.** Nominations may be made by the nominating committee, but whether or not such  
26 nominating committee is used, nominations shall be permitted from the floor at the meeting held for  
27 the election.  
28

29 **Section 6.5.** To be eligible, a member must be in good standing for one (1) year immediately  
30 preceding the election.  
31

32 **Section 6.6.** Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting  
33 shall be so conducted as to afford all members a reasonable opportunity to vote. At least ten (10)  
34 working days advance notice shall be given the membership prior to the holding of the election.  
35

36 **Section 6.6.1.** All members of the Chapter shall be eligible to vote for the positions of President, Vice  
37 President, Secretary, and Treasurer. In the election of a Trustee, only members in the classification of  
38 employees that the Trustee will represent shall be allowed to vote.  
39

40 **Section 6.7.** Every member of the Board of Trustees shall, upon assuming office, subscribe to the  
41 obligations contained in these Bylaws.  
42

43 **Section 6.8.** Any member of the Board of Trustees may be removed from office by a two thirds (2/3)  
44 vote of the membership at any regular or special meeting of the Chapter. Written notice of the  
45 proposed removal must be given to the Board of Trustee member at least five (5) working days prior to  
46 the date of the meeting at which the removal is to be voted upon. Such notice must state the cause for  
47 the proposed removal.



1 **Section 6.9.** Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall  
2 be due cause for removal of the member by the Board of Trustees. Removal of a board member  
3 because of excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.  
4

5 **Section 6.10.** A vacancy in any position, except that of President, shall be filled by the Board of  
6 Trustees in accordance with the procedures set forth below:  
7

8 **Section 6.10.1.** In the event the President cannot serve the remainder of his/her current term, the Vice  
9 President shall serve as President for the completion of the term.  
10

11 **Section 6.10.2.** In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, all  
12 members shall be notified of the vacancy and nominations solicited for the position. Nominations shall  
13 be accepted for a period of ten (10) calendar days following the notification to members. The  
14 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon  
15 the vacancy at the next regularly scheduled board meeting. Each candidate for the position may submit  
16 a letter, or have three (3) minutes to address the board prior to the vote to describe their qualifications  
17 and reasons they are seeking the position.  
18

19 **Section 6.10.3.** Any other vacancy shall be filled only for the remainder of the term in which the  
20 vacancy occurs; provided, however, that when vacancies occur in the office of Trustee, the President  
21 shall direct that a classification meeting be held and that the classification elect a successor for the  
22 remainder of the vacant term. Election of the successor must be by majority vote. In the event that  
23 more than two candidates run for the office, the candidate with the lowest vote total will be dropped  
24 from the ballot after each round of voting until one candidate receives a majority of the votes cast.  
25

## 26 27 28 **ARTICLE VII**

### 29 30 **CHAPTER BUDGET**

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32 **Section 7.1. Budget.** The Board of Trustees shall annually develop a budget which shall be submitted to  
33 the membership for approval at the September meeting. The fiscal year shall run from September 1<sup>st</sup> to  
34 August 31<sup>st</sup>.  
35

36 **Section 7.2. Annual Convention.** The maximum number of delegates and/or alternates who may attend  
37 the Annual Convention shall be determined by the PSE State Bylaws; the maximum number of delegates  
38 the Chapter will send, will be determined by the Board of Trustees based on Chapter finances.  
39 Convention delegates shall be recommended by the Board of Trustees and voted upon by the membership  
40 at the final general membership meeting of the curriculum school year. Nominations from the floor shall  
41 be taken at the meeting. Delegates and alternates shall represent the best interests of the membership by  
42 attending workshops and meetings. After the Convention, they shall make a summary report at the next  
43 Chapter meeting. Delegates with unexcused absences from any convention meetings or workshops may  
44 not be eligible to attend future conventions and shall be held financially responsible for reimbursing the  
45 Chapter for forfeited convention expenses. Members whose expenses are reimbursed by state PSE are  
46 not eligible for reimbursement from the Chapter.  
47

1 Convention expenses shall be reimbursed as follows:  
2

- 3 A. Mileage Reimbursement - A flat dollar amount will be paid by the Chapter for fuel costs, to be set  
4 by the board of Trustees annually. A vehicle may be used.
- 5 B. Rooms - The Board shall select the appropriate accommodations for the delegates and alternates,  
6 based on at least double occupancy, if delegates are the same gender.
- 7 C. Registration – The Chapter will pay the registration fee of the delegates and alternates.
- 8 D. Meal Reimbursement - Delegates are responsible for meals not provided.
- 9 E. Chapter Gift and Emergency Relief Donation - The gift and donation amount shall be determined  
10 in the annual budget.

11  
12 **Section 7.3. Legislative Conference.** Any member may attend the conference, although conference  
13 expenses will only be reimbursed for one (1) member representing the Chapter. Members whose  
14 expenses are reimbursed by state PSE are not eligible for reimbursement by the Chapter.

- 15  
16 A. Mileage Reimbursement - A flat dollar amount will be paid by the Chapter for fuel costs, to be  
17 set by the board of Trustees annually. A vehicle may be used.
- 18 B. Rooms - The Board shall select the accommodations for one (1) night for those who attend the  
19 conference, based on double occupancy.
- 20 C. Registration - The registration fee of one (1) member attending the conference will be paid by  
21 the Chapter.
- 22 D. Meal reimbursement - Delegates are responsible for meals not provided.
- 23 E. Chapter and Legislative Auction Gift - The Chapter will pay up to twenty-five (\$25) dollars for a  
24 Chapter auction gift.

25  
26 **Section 7.4. Zone Meetings.** Any member may attend a Zone meeting. Zone meeting expenses shall be  
27 reimbursed as follows:

- 28  
29 A. Mileage Reimbursement. A flat dollar amount will be paid by the Chapter for fuel costs, to be set  
30 by the board of Trustees annually. A vehicle may be used.

31  
32 **Section 7.5. Chapter Meeting Expenses.** In order to facilitate member involvement in Chapter  
33 meetings, the Chapter will spend up to seventy-five (\$75) dollars each year on food and beverages.

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35 **Section 7.6. Board of Trustees Meeting Expenses.** In order to facilitate leader's involvement in Board  
36 meetings, the Chapter will spend up to seventy-five (\$75) dollars each year on food and beverages.

37  
38 **Section 7.7. Scholarships.** Each year the Chapter will provide up to fifteen-hundred (\$1500) dollars in  
39 student and member scholarships. The membership will decide each year how many scholarships and  
40 awards will be given based on the amount of funds available and number of applicants.

41  
42 **Section 7.8. Storage of Chapter Records.** The Chapter may purchase all necessary file cabinets and  
43 supplies to appropriately store Chapter files and records. Additionally, the Chapter may purchase the  
44 necessary storage facility space to secure the records and supplies. Each officer shall receive and be  
45 responsible for one key to be used as necessary to access the Chapter cabinets and supplies. At the end  
46 of their term, the key shall be returned to the Secretary.  
47

1 **Section 7.9. Purchases.** Purchases authorized by the Board of Trustees will be reimbursed only with an  
2 itemized cash register receipt. Such receipt shall be submitted within sixty (60) days of purchase and  
3 include name of member, purpose of item, and/or activity attended.  
4

5 **Section 7.10. Additional Reimbursement Rules.**  
6

- 7 A. Meal reimbursement will be made to members who must purchase a meal at a function which  
8 they are authorized to attend when such function does not provide the meal. Itemized restaurant  
9 receipts must be submitted for reimbursement. Alcohol is not reimbursed.  
10 B. Lodging will be paid by the Chapter when attending authorized Chapter functions.  
11 Reimbursement will be for the member's room expense only. Hotel bill will be required for  
12 reimbursement. Prior approval by the Board of Trustees is required.  
13 C. All receipts must include the member's full name, purpose of a purchased item, and/or the activity  
14 attended.  
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18 **ARTICLE VIII**  
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20 **MISCELLANEOUS PROVISIONS**  
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22 **Section 8.1.** Local Chapters shall adopt Bylaws that do not conflict with PSE state Bylaws. State  
23 Bylaws shall always supersede local Bylaws where conflict exists.  
24

25 **Section 8.2.** This Chapter shall send to the PSE state office a list of names and addresses of its Board  
26 of Trustees and members, together with other information required by PSE and shall notify PSE of all  
27 changes in board members, members, and addresses.  
28

29 **Section 8.3.** This Chapter shall not enter into any collective bargaining agreement, amendment thereto,  
30 dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which  
31 affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor  
32 any agreement which would affect the rights of employees represented by PSE, nor any agreement  
33 affecting the scope of any collective bargaining unit, with the , Employer, or other entity or agent,  
34 unless such agreement is first reviewed and approved by the Executive Director of Public School  
35 Employees of Washington or his/her designee, provided decisions of the Executive Director may be  
36 appealed to the Board of Directors.  
37

38 **Section 8.3.1.** Original signed copies of all documents pertaining to issues outlined in Section 8.3 shall  
39 be submitted to the regional service center, who will then forward the original to state headquarters  
40 after appropriate copies have been made.  
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ARTICLE IX

**COMMITTEE, DELEGATES, and OTHER CHAPTER ACTIVITIES**

**Section 9.2. 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 9.3. Negotiating Committee.** A Negotiating Committee may 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. 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.

Special rules of the Committee are:

- A. The Committee shall be appointed by the Board of Trustees and may consist of at least one (1) member from each classification.
- B. A chairperson shall be elected by the Committee.
- C. Three (3) unexcused absences constitute automatic removal from the Committee. After two (2) unexcused absences, the member will receive written notification that a third unexcused absence will result in their removal from the Committee.
- D. In the event a breakdown in negotiations occurs for a prolonged period of time involving a serious confrontation, the membership will be polled for a consensus regarding further action.

Special procedures regarding proposal development and ratification of negotiated agreements:

- A. Preparation of a written proposal by the Negotiating Committee.
- B. Presentation of the proposal to a general membership meeting for approval. Approval shall be determined by a majority of ballots cast.
- C. Request to the District for mutual consent to re-open and/or modify the collective bargaining agreement.
- D. Negotiation completed with the District.

Once negotiations have completed, the results of the negotiations shall be first presented at unit meetings or a Chapter meeting. Within one (1) week of completion of these meetings/notification, a Chapter ratification meeting will be held, unless members approve to vote on the agreement at the notice meeting.

**Section 9.6. 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.

**Section 9.7. Audit Committee.** An Audit Committee shall be selected by the Board of Trustees to annually audit the financial records of the Chapter at or near the end of the school year. The committee shall consist of the current and in-coming Treasurers, and at least one (1) member at large.

1 **Section 9.8. Other Or Special Committees.** The Board of Trustees shall designate such special  
2 committees as they determine necessary in the carrying out of the objectives and purposes of this  
3 Chapter.  
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7 **ARTICLE X**  
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9 **AMENDMENTS**  
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11 **Section 10.1.** These Bylaws may be amended by a majority vote of the Board of Trustees at any  
12 regular or special meeting thereof; providing, that notice of the intent to amend any specific provision  
13 be given to the members of the Board of Trustees at least five (5) working days prior to the meeting at  
14 which said vote is to be taken.  
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19 By:           /s/ Susan Dickey            
20 Secretary

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22 Date:           July 22, 2009            
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28 Amended by the membership on May 5, 2009

29 Adopted by the membership on May 5, 1976  
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