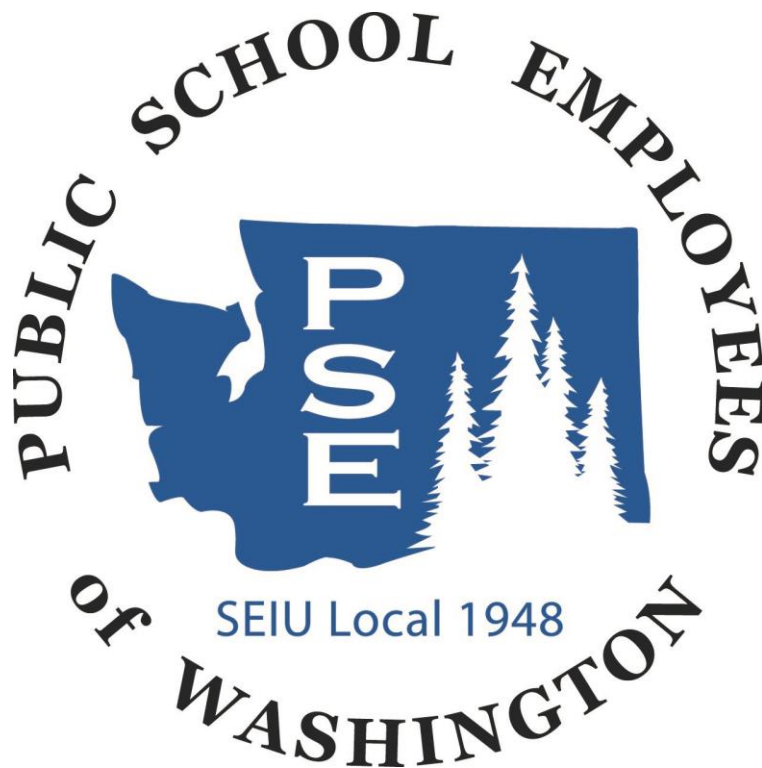


CHAPTER BYLAWS

NEWPORT



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 Newport and shall be an affiliate of Public School Employees of Washington / SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor organization operating under the laws of the State of Washington.

B. MISSION - OUR PURPOSE FOR EXISTING

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

Section 1.1.1. Active Member.

Any classified school employee who is regularly employed by or for the Newport School District, and who is a member of Public School Employees of Washington / 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 2.2.1. 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. Refunds.

Membership dues are not refundable except where an error resulting in an overpayment exists.

Section 2.3. Local Dues.

Local membership dues shall be \$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 pursuant to the Collective Bargaining Agreement, may have local dues collection suspended upon approval by the Chapter Board of Trustees.

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, 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.

Section 3.4.

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

Section 3.5.

Chapter members shall have an equal right to run and hold office, according to the provisions of these Bylaws.

Section 3.6.

Chapter members shall have the right to fair and democratic election at all levels of the organization. This includes due notice of nominations and elections, equal opportunity for competing candidates and proper election procedures which shall be specifically set forth.

Section 3.7.

The Chapter members shall ratify the final negotiated Collective Bargaining Agreement and any related documentation between the Chapter and Newport School District at a regular or special meeting before it is signed.

Section 3.8. GOVERNING BODY.

Section 3.8.1. 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.

1 **Section 3.8.2. PSE Field Staff.**

2 PSE Field Staff shall work closely with the Chapter in an advisory position. All decisions
3 governing the business of the local Chapter shall be the sole responsibility of the elected
4 officials and membership of the Chapter.
5

6 **Section 3.9. OPERATING PRINCIPLES.**

7 In order to provide the Chapter with the highest quality direction and management possible, the
8 following operating principles shall guide the Board of Trustees:
9

10 **Section 3.9.1. Board / Membership Relationships.**

11 A positive, constructive, cooperative relationship between the Board of Trustees and the
12 membership is essential to achieving the mission and vision of the organization. Therefore, the
13 Board and membership will conduct themselves in a way that promotes mutual trust,
14 demonstrates respect for individual dignity, and displays professionalism. The Board shall
15 utilize positive conflict resolution methods and maintain open, honest lines of communication
16 that respect an appropriate chain of command within the Chapter.
17

18 **Section 3.9.2. Media.**

19 The President or Co-Presidents, or his/her/their designee, is the primary spokesperson for the
20 Chapter. Media inquiries to individual Board members about matters of Chapter concern
21 should be referred to the Chapter President or Co-Presidents. Inquiries about a position of PSE
22 on any matter of statewide concern or specific legislation should be referred to the Executive
23 Director at the State Office.
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25
26

27 **ARTICLE IV**

28
29 **MEETINGS**

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31 **Section 4.1.**

32 General membership meetings of this Chapter shall be held at least four (4) times annually at a time
33 and place to be fixed by the membership or the Board of Trustees.
34

35 **Section 4.2.**

36 Special meetings may be called by the President or Co-Presidents, the Board of Trustees, or by petition
37 filed with the President or Co-Presidents and signed by twenty percent (20%) of the members in good
38 standing of this Chapter.
39

40 **Section 4.3.**

41 The President or Co-Presidents shall provide at least five (5) workdays notification to all members of
42 any meeting called. However, said five (5) workdays notice may be waived by the Board of Trustees
43 provided that every reasonable effort is employed to notify the membership of the meeting.
44

45 **Section 4.4.**

46 At any meeting of the membership of this Chapter, each member in good standing present shall be
47 entitled to one vote. A member must be present to vote – no proxy vote will be allowed. A majority of
48 members present shall constitute a quorum.



1 **Section 4.5. Board of Trustee Meetings.**

2 Meetings of the Board of Trustees shall be called at the discretion of the President or Co-Presidents.
3 Meetings may also be called upon motion of a majority of the members of the Board of Trustees to the
4 President or Co-Presidents.
5

6 **Section 4.6.**

7 The latest edition of Robert's Rules of Order Newly Revised shall be a reference guide on conducting
8 business at meetings; provided, that they shall be superseded by the Bylaws and special rules of this
9 chapter or of the Public School Employees of Washington / SEIU Local 1948.
10
11
12

13 **ARTICLE V**

14 **BOARD OF TRUSTEES**

15 **Section 5.1.**

16 The Board of Trustees shall be composed of the President or Co-Presidents, Vice President (optional),
17 Secretary, Treasurer, Membership Officer, building representatives and a unit representative (herein
18 known as a Trustee) elected by the unit from each classification of employees of the school district, if
19 represented by the local Public School Employees organization.
20
21
22

23 **Section 5.2.**

24 The term of office shall be for a period of two (2) years, or until their successors are elected. The
25 President or Co-Presidents, Secretary and Membership Officer shall be elected in the odd numbered
26 years and the Vice President, Treasurer, and Trustees shall be elected in even numbered years.
27 Building representatives will be elected annually in September.
28

29 **Section 5.3.**

30 The Board of Trustees shall hold regular meetings, and such special meetings as the President or Co-
31 Presidents or the Board shall deem necessary for the competent management of affairs of the Chapter.
32

33 **Section 5.4.**

34 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the Board.
35 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting
36 by proxy shall not be allowed. A majority of the members of the Board of Trustees shall constitute a
37 quorum.
38

39 **Section 5.5. Duties.**

40 **Section 5.5.1. President or Co-Presidents.**

41 The President or Co-Presidents shall preside at all meetings of the Chapter and of the Board of
42 Trustees. The President or Co-Presidents shall be made aware of, and supervise all activities of
43 the Chapter; execute all instruments in its behalf; and work with PSE Field Staff, with the
44 advice and consent of the Board of Trustees, to achieve the mission, vision, goals, and
45 objectives of the Chapter. The President or Co-Presidents shall appoint all special committees
46 not otherwise provided for in the Bylaws of the Chapter, subject to the approval of the Board of
47 Trustees, and serve as an ex-officio member of all committees. The President or Co-Presidents
48

shall report periodically to the membership regarding the progress and standing of the Chapter in regard to the President's or Co-Presidents' official acts; and perform all other duties of the office.

Section 5.5.2. Vice President (optional).

The Vice President shall provide such assistance to the President as requested; serve as Chairperson of the Grievance Committee; shall, in the absence of the President, perform duties of that office; in the case of permanent disability or resignation of the President, shall succeed to that office for the unexpired portion of the current term of office; and perform such other official functions as the President and Board of Trustees may direct.

Section 5.5.3. Secretary.

The Secretary shall ensure that the minutes of general membership meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the Secretary to keep all records of the Chapter, the Board of Trustees, and to perform such other official functions as the President or Co-Presidents and Board of Trustees may direct.

Section 5.5.4. Treasurer.

The Treasurer shall receive and be accountable for all funds and monies belonging to the Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees; keep an accurate record of receipts and disbursements; and maintain bank accounts and depositories designated by the Board of Trustees (and such money shall be withdrawn only by check signed by the Treasurer and counter-signed by the President or Vice President). The Treasurer shall render periodic financial reports as required by the Board of Trustees, the membership, or Public School Employees of Washington / SEIU Local 1948 to ensure that the Chapter is in compliance with all laws and regulations required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the following year, inclusive. The Treasurer shall act as custodian of all properties of the Chapter.

Section 5.5.5. Membership Officer.

The Membership Officer shall register arrivals at meetings, keep current records of the membership and give a report of the membership two (2) times yearly to the Chapter. The Membership Officer will make sure all new employees are welcomed, receive a new member packet and sign a membership card.

Section 5.5.6. Trustee.

A Trustee shall represent the classification of employees which elected them and express to the Board of Trustees the needs, desires, and concerns of the members in their classification. They will be responsible, along with the Grievance Committee, in advising an employee about their contractual rights.

Trustees shall organize and hold classification meetings as needed. The purpose of the meeting is to share information specific to their classification and information pertinent to PSE with their members and to collect information of concern to inform the Board of Trustees.

1 **Section 5.5.7. Building Representative.**

2 A building representative shall represent the building of employees which elected them and
3 express to the Board of Trustees the needs, desires, and concerns of the members in their
4 building. They will be responsible for disseminating information to and gathering information
5 from the members in their building (i.e. meeting information, surveys, PSE notices, etc.)
6

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8
9 **ARTICLE VI**

10
11 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

12
13 **Section 6.1.**

14 Members shall have the right to fair and democratic elections at all levels of the Chapter. This includes
15 ten (10) workdays notice of nominations and elections, and equal opportunities for competing
16 candidates to state their qualifications and reasons for seeking office to the Chapter membership.
17 Elections shall be conducted by secret written ballot and certified by the Chapter Secretary.
18

19 **Section 6.2.**

20 Members shall have an equal right to run and hold office, except those persons set forth in RCW
21 41.56.030 Par. 2, a, b and c, and those employees classified either by State statute or appropriate State
22 regulatory agencies as being a “supervisory employee”.
23

24 **Section 6.3.**

25 Elections shall be held in the spring. Terms of office shall be from September 1 through August 31.
26

27 **Section 6.4.**

28 Nominations may be made by the nominating committee, but whether or not such nominating
29 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
30

31 **Section 6.5.**

32 To be eligible, a member must be in good standing for one (1) year immediately preceding the
33 election.
34

35 **Section 6.6.**

36 Members of the Board of Trustees shall be elected by secret ballot vote, and the balloting shall be so
37 conducted as to afford all members a reasonable opportunity to vote. At least ten (10) workdays
38 advance notice shall be given the membership prior to the holding of the election.
39

40 **Section 6.6.1.**

41 All members of the Chapter shall be eligible to vote for the positions of President or Co-
42 Presidents, Vice President, Secretary, Treasurer, and Membership Officer. In the election of a
43 Trustee or Building Representative, only members in the classification of employees that the
44 Trustee will represent or the building that a Building Representative will represent shall be
45 allowed to vote.
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1 **Section 6.7.**

2 Every member of the Board of Trustees shall, upon assuming office, subscribe to the obligations
3 contained in these Bylaws.
4

5 **Section 6.8.**

6 Any member of the Board of Trustees may be removed from office by a two-thirds (2/3) vote of the
7 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
8 must be given to the Board of Trustee member at least five (5) workdays prior to the date of the
9 meeting at which the removal is to be voted upon. Such notice must state the cause for the proposed
10 removal.
11

12 **Section 6.9.**

13 Unexcused absences from three (3) consecutive meetings of the Board of Trustees shall be due cause
14 for removal of the member by the Board of Trustees. Removal of a Board member because of
15 excessive absenteeism shall not require the 2/3 vote of the membership.
16

17 **Section 6.10.**

18 Vacancies shall be filled in accordance with the procedures set forth below:
19

20 **Section 6.10.1.**

21 In the event the President cannot serve the remainder of his/her current term, the Vice President
22 shall serve as President for the completion of the term. In the event a Co-President cannot serve
23 the remainder of his/her current term, then the vacancy will be filled as in Section 6.10.2.
24

25 **Section 6.10.2.**

26 In the event of a vacancy in the office of Co-President, Vice President, Secretary, Treasurer, or
27 Membership Officer, all members shall be notified of the vacancy and nominations solicited for
28 the position. The President, at his/her discretion, may either call a special meeting of the
29 Chapter, or act upon the vacancy at the next regularly scheduled Chapter meeting. Each
30 candidate for the position may have three (3) minutes to address the members prior to the vote
31 to describe their qualifications and reasons they are seeking the position.
32

33 **Section 6.10.3.**

34 In the event of a vacancy in the office of Trustee or Building Representative, the President, or
35 his/her designee, will call a special meeting of the classification or building to elect a successor.
36

37 **Section 6.10.4.**

38 All vacancies shall be filled only for the remainder of the term in which the vacancy occurs.
39 Election of the successor must be by majority vote of those in attendance at the meeting held
40 for such election. In the event that more than two candidates run for the office, the candidate
41 with the lowest vote total will be dropped from the ballot after each round of voting until one
42 candidate receives a majority of the votes cast.
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ARTICLE VII

MISCELLANEOUS PROVISIONS

Section 7.1.

Local Chapters shall adopt Bylaws that do not conflict with PSE State Bylaws. State Bylaws shall always supersede local Bylaws where conflict exists.

Section 7.2.

Except to the extent specified in the Bylaws, no officer of this Chapter shall have the power to act as agent for, or otherwise bind this Chapter in any way whatsoever. No member or group of members or any other person or persons shall have the power to act on behalf of or otherwise bind the Chapter except to the extent specifically authorized in writing by the President or Co-Presidents or Board of Trustees of the Chapter.

Section 7.3.

This Chapter shall send to the PSE State office a list of names and addresses of its Board of Trustees and members, together with other information required by PSE, and shall notify PSE of all changes in board members, members, and addresses.

Section 7.4.

This Chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any agreement which would affect the rights of employees represented by PSE, nor any agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless such agreement is first reviewed and approved by the Executive Director of Public School Employees of Washington / SEIU Local 1948 or his/her designee, provided decisions of the Executive Director may be appealed to the Board of Directors.

Section 7.4.1.

Original signed copies of all documents pertaining to issues outlined in Section 7.4 shall be submitted to the Regional Office, who will then forward the original to the State Office after appropriate copies have been made.

ARTICLE VIII

COMMITTEES AND DELEGATES

Section 8.1. Grievance Committee.

A Grievance Committee shall be composed of the Vice President (or, if applicable, a Co-President) and at least one 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.

1 **Section 8.1.1. Grievance Validation Process.**

2 Prior to a grievance being forwarded to the arbitration level, the local Association shall
3 convene the Grievance Committee, which shall review the grievance. The Committee will vote
4 to support or not support the grievance through the arbitration process in a meeting called by
5 the Committee Chairperson. A majority of the Committee members shall constitute a quorum
6 to complete the review. This Committee shall meet within the time frame set by the current
7 collective bargaining agreement. The vote of the Committee shall be communicated to the
8 grievant and the PSE Field Representative or Regional Manager. If the committee doesn't
9 support the grievance, the grievant will then have the choice of submitting his/her grievance to
10 a state grievance panel for review or to drop the grievance from further processing.

11
12 **Section 8.2. Negotiating Committee.**

13 A Negotiating Committee shall consist of the Executive Board and a representative elected from each
14 classification of employees represented by this bargaining unit, and shall work with the PSE Field
15 Representative in developing proposals and negotiating agreements.

16
17 **Section 8.3. Annual Convention Delegates.**

18 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
19 the Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of
20 PSE State Bylaws.

21
22 **Section 8.4. Audit Committee.**

23 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the
24 Chapter annually.

25
26 **Section 8.5. Sunshine Committee**

27 A "Sunshine Committee" shall be established and selected by the Board of Trustees. The Sunshine
28 Committee shall have authority to expend up to fifty dollars (\$50.00) in support of any member in
29 good standing of this chapter who has died or has had a member of their immediate family die. The
30 Sunshine committee may also expend up to fifty dollars (\$50.00) in support of any member in good
31 standing of this chapter who has been out of work for an extended period of time (more than 10
32 workdays) due to a prolonged illness or injury.

33
34 **Section 8.6. Other or Special Committees.**

35 The President or Co-Presidents and/or Board of Trustees shall designate such special committees as
36 they determine necessary in the carrying out of the objectives and purposes of this Chapter.

ARTICLE IX

AMENDMENTS

Section 9.1.

These Bylaws may be amended by a majority vote of the membership present at any regular or special meeting thereof; providing, that notice of the intent to amend any specific provision be given to the President or Co-Presidents at least five (5) workdays prior to the meeting at which said vote is to be taken.


Chapter Secretary

Adopted by the membership February 21, 2014.

Amended by the membership April 17, 2019.