

CHAPTER BYLAWS

NORTH MASON PUBLIC SCHOOL EMPLOYEES



Public School Employees of Washington/SEIU Local 1948
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Table of Contents

	Page
PREAMBLE	1
ARTICLE I	MEMBERSHIP
	2
ARTICLE II	DUES
	2
ARTICLE III	MEETINGS
	3
ARTICLE IV	EXECUTIVE BOARD
	3
ARTICLE V	ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES
	5
ARTICLE VI	MISCELLANEOUS PROVISIONS
	6
ARTICLE VII	COMMITTEES AND DELEGATES
	7
ARTICLE VIII	AMENDMENTS
	8

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2
3
4
5
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PREAMBLE

A. NAME

The name of this Chapter shall be Public School Employees of North Mason and shall be an affiliate of Public School Employees of Washington/SEIU 1948 (PSE), a not-for-profit 501(c) labor organization operating under the laws of the State of Washington and under the umbrella covering of Service Employees International Union Local 1948 (SEIU). Public School Employees of North Mason was chartered by PSE of Washington State on April 16, 1974.

B. MISSION - OUR PURPOSE FOR EXISTING

It is the mission of Public School Employees of North Mason 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 our values as stated herein.

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

Recognizing the needs of members, 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.

- 1 • Demonstrating accountability for our performance, actions, and behavior.
- 2
- 3 • Doing the professional, technical, organizational, and ethically “right” thing as opposed to the
- 4 easy, popular, or politically expedient thing.
- 5
- 6 • Demonstrating a high level of social responsibility.
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10 ARTICLE I

11 MEMBERSHIP

12 **Section 1.1. Active Member.**

13 Any classified school employee who is regularly employed (as defined by the Washington State Public
14 Employment Relations Commission) by or for the North Mason School District, and who is a member
15 of Public School Employees of Washington/SEIU Local 1948, is eligible for membership in this
16 Chapter. A classified employee is one whose position does not require a teaching certificate.
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19 **Section 1.1.1. Member in Good Standing.**

20 To be eligible to vote and to hold office, a member must be in good standing. To be in good
21 standing, the member shall be employed and current in payment of dues as are required by
22 these Bylaws. Any member who is on authorized leave of absence pursuant to the collective
23 bargaining agreement shall retain the right to vote and hold office. Any member who is
24 terminated from employment shall not be eligible to vote or hold office.
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27 ARTICLE II

28 DUES

29 **Section 2.1. State Dues.**

30 State dues shall be paid monthly to the State Office of PSE as outlined in the State Bylaws.
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33 **Section 2.1.1. Chapter Rebates.**

34 Dues rebates from the state organization shall be received by the Chapter in accordance with
35 the provisions of the State Bylaws.
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37 **Section 2.2. Local Dues.**

38 Local membership dues of five dollars (\$5.00) per member, per year will be automatically deducted
39 from each member’s November pay check each school year. Any member who is on an authorized
40 leave of absence pursuant to the Collective Bargaining Agreement shall not pay local dues.
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43 **Section 2.2.1. Overpayment.**

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

MEETINGS

Section 3.1.

General membership meetings of this chapter shall be held at least four (4) times annually at a time and place to be fixed by the membership or the Executive Board.

Section 3.2.

Special meetings may be called by the President, the Executive Board, or by petition filed with the President and signed by twenty percent (20%) of the members in good standing of this Chapter.

Section 3.3.

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 Executive Board provided that every reasonable effort is employed to notify the membership of the meeting.

Section 3.4.

At any general or special meeting of the membership of this Chapter, each member in good standing shall be entitled to one (1) vote. A member must be present to vote - no proxy vote will be allowed. A minimum of five (5) members, not including the Executive Board, must be present to constitute a quorum before any chapter business may be transacted.

Section 3.5. Executive Board Meetings.

Meetings of the Executive Board shall be called at the discretion of the President. Meetings may also be called upon motion of a majority of the members of the Executive Board to the President.

Section 3.6.

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.

ARTICLE IV

EXECUTIVE BOARD

Section 4.1. Executive Board.

Except when general meetings of the chapter are in session, the business and property of this chapter shall be managed by the Executive Board. The authority to govern and act on behalf of the membership is vested in the elected Executive Board 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 4.2.**

2 The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and a
3 unit representative (herein known as a building representative) elected by the unit from each school
4 building and the District Office.
5

6 **Section 4.3.**

7 Each member of the Executive Board shall possess one (1) vote in matters coming before the Board.
8 All voting at meetings of the Executive Board shall be by each member present in person, and voting
9 by proxy shall not be allowed. A minimum of four (4) members of the Executive Board, including
10 either the President or Vice-President must be present to constitute a quorum before any chapter
11 business may be transacted.
12

13 **Section 4.4. Duties.**

14 **Section 4.4.1. President.**

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

25 **Section 4.4.2. Vice President.**

26 The Vice President shall provide such assistance to the President as requested; serve as
27 Chairperson of the Grievance Committee; and in the case of permanent disability or resignation
28 of the President, shall succeed to that office for the unexpired portion of the current term of
29 office.
30

31 **Section 4.4.3. Secretary.**

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

37 **Section 4.4.4. Treasurer.**

38 The Treasurer shall receive and be accountable for all funds and monies belonging to the
39 Chapter; pay all obligations incurred by the chapter as authorized by the Executive Board; keep
40 an accurate record of receipts and disbursement; and maintain bank accounts and depositories
41 designated by the Executive Board. Such money shall be withdrawn only by checks co-signed
42 by any either the President or the Vice-President and the Treasurer. The Treasurer shall render
43 periodical financial reports as required by the Executive Board, the membership, or Public
44 School Employees of Washington to ensure that the chapter is in compliance with all laws and
45 regulations required by the Internal Revenue Service and the Department of Labor. The fiscal
46 year for all financial reports shall be from September 1 to August 31 of the following year,
47 inclusive. The Treasurer shall act as custodian of all properties of the chapter.
48

1 **Section 4.4.5. Building Representative.**

2 A building representative shall represent the building of employees which elected them and
3 express to the Executive Board the needs, desires, and concerns of the members of their
4 building as well as communicating the activities of the chapter to their building. They will be
5 responsible, along with the Grievance Committee, in advising employees about their
6 contractual rights and serving as an Association representative in disciplinary and investigatory
7 meetings involving members in their building.
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11 **ARTICLE V**

12 **ELECTIONS, FILLING OF VACANCIES, AND RECALL PROCEDURES**

13 **Section 5.1.**

14 Elections shall be held during the Spring. The term of office shall be for a period of two (2) years,
15 effective September 1 through August 31. Every even-numbered year, the President and Secretary
16 shall be elected. Every odd-numbered year the Vice President and Treasurer shall be elected. Building
17 Representatives shall serve a term of a period of two (2) years, effective September 1 through August
18 31.
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22 **Section 5.2.**

23 Nominations may be made by the nominating committee, but whether or not such nominating
24 committee is used, nominations shall be permitted from the floor at the meeting held for the election.
25

26 **Section 5.3.**

27 Members of the Executive Board shall be elected by secret ballot vote. The secret ballot shall not be
28 required in the case of uncontested positions. Elections must be by majority vote. In the event that
29 more than two (2) nominees run for office, the nominee with the lowest vote total will be dropped from
30 the ballot after each round of voting until one (1) nominee receives a majority of the votes cast.
31

32 **Section 5.4.**

33 To be eligible, a member must be in good standing for one (1) year immediately preceding the election
34 and have attended at least two (2) chapter meetings in the last two (2) consecutive calendar years.
35

36 **Section 5.4.1.**

37 All members of the Chapter shall be eligible to vote for the position of President, Vice
38 President, Secretary, and Treasurer. In the election of a Building Representative, only members
39 in the building represented shall be allowed to vote, except in the event of a mid-term vacancy,
40 which shall be appointed by the Executive Board pursuant to Section 5.7. Also, if the building
41 fails to elect a Building Representative, the Executive Board shall appoint the position.
42

43 **Section 5.5.**

44 Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the
45 membership at any regular or special meeting of the Chapter. Written notice of the proposed removal
46 must be given to the Executive Board member at least five (5) working days prior to the date of the
47 meeting at which the removal is to be voted upon.
48

1 **Section 5.6.**

2 In the event the Vice President, Secretary or Treasurer cannot serve the remainder of his/her term, the
3 vacancy shall be filled at the next regular or special membership meeting; provided that notice is
4 provided to the membership five (5) working days prior to said meeting. The process stated herein
5 shall be utilized in the event the Vice-President succeeds to the office of President in the case of a
6 permanent disability or resignation of the President.

7
8 **Section 5.6.1.**

9 In the event a Building Representative cannot serve the remainder of his/her term, the vacancy
10 shall be filled by the Executive Board.

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12 **Section 5.7. Member Rights**

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14 **Section 5.7.1.**

15 Members shall suffer no impairment of Freedom of Speech concerning the operations of this
16 organization. Active discussions of organization affairs shall be encouraged and protected
17 within the organization.

18
19 **Section 5.7.2.**

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

23
24 **Section 5.7.3.**

25 Members shall have equal right to run and hold office, except those persons set forth in RCW
26 41.56.030 Par.2, a, b, and c; and those employees classified either by state statute or appropriate
27 state regulatory agencies as being a “supervisory employee”.

28
29 **Section 5.7.4.**

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

34
35 **Section 5.7.5.**

36 Members shall have the right to full participation through discussion and vote, in the decision
37 making processes of the organization and to pertinent information needed for exercise of this
38 right.

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42 **ARTICLE VI**

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44 **MISCELLANEOUS PROVISIONS**

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46 **Section 6.1.**

47 Local chapters shall adopt bylaws that do not conflict with PSE State Bylaws. State Bylaws shall
48 always supersede local bylaws where conflict exists.

1 **Section 6.2.**

2 This chapter shall send to the PSE State Office a list of names and addresses of its Board of Trustees
3 and members, together with other information required by PSE and shall notify PSE of all changes in
4 board members, members and addresses.
5

6 **Section 6.3.**

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

19 **COMMITTEES AND DELEGATES**
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22 **Section 7.1. Grievance Committee.**

23 A Grievance Committee shall be composed of the Vice President and at least two (2) other members of
24 the Executive Board appointed by the President.
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26 **Section 7.2. Negotiating Committee.**

27 A Negotiating Committee shall consist of at least three (3) members of the Executive Board appointed
28 by the President.
29

30 **Section 7.3. Annual Convention Delegates.**

31 Delegates shall be elected by secret ballot. Approved expenses incurred by elected delegates attending
32 the Annual Convention shall be paid by the Chapter or in accordance with appropriate provisions of
33 the PSE State Bylaws.
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35 **Section 7.4 Other Or Special Committees.**

36 The Executive Board shall designate such special committees as they determine necessary in the
37 carrying out of the objectives and purposes of this chapter.
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1 **ARTICLE VIII**

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3 **AMENDMENTS**

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5 **Section 8.1.**

6 These Bylaws may be amended by a majority vote of the membership at any regular or special meeting
7 thereof; providing, that notice of the intent to amend any specific provision be given to the
8 membership at least five (5) working days prior to the meeting at which said vote is to be taken.
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11 BY: _____/signed by/
12 Sandra Jean Ruthruff, Chapter President

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15 DATE: _____ May 19, 2015

16 Adopted by the membership on April 16, 1974
17 Amended November 13, 2013
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