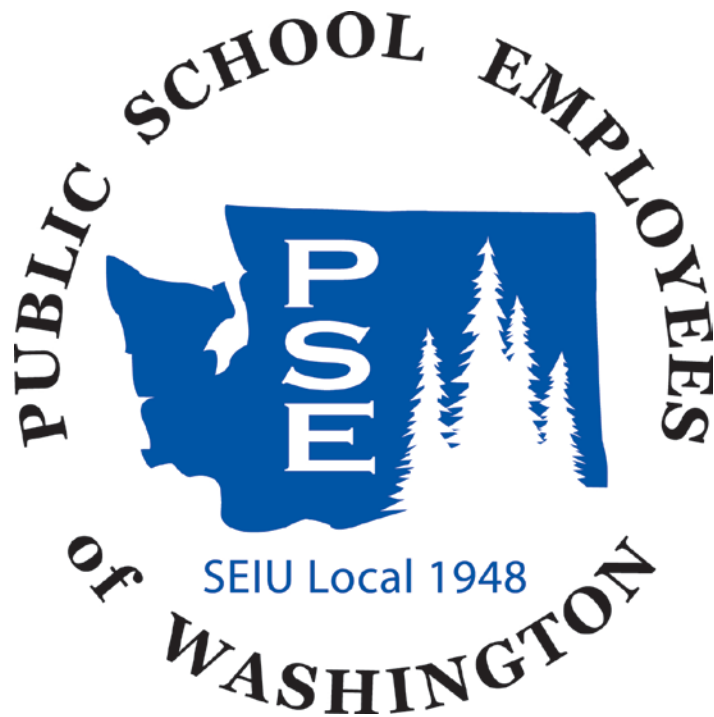


# CHAPTER BYLAWS

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## OAKVILLE



**Public School Employees Of Washington/SEIU Local 1948**

P.O. Box 798

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1 **P R E A M B L E**

2  
3 **A. NAME**

4  
5 The name of this chapter shall be Public School Employees of Oakville and shall be an affiliate of  
6 Public School Employees of Washington/SEIU Local 1948 (PSE), a not-for-profit 501(c)5 labor  
7 organization operating under the laws of the State of Washington.  
8

9 **B. MISSION - OUR PURPOSE FOR EXISTING**

10 It is the mission of Public School Employees of Oakville to work closely with Public School  
11 Employees of Washington/SEIU Local 1948 to support the membership through collective  
12 bargaining and the protection of those rights, promote educational enrichment opportunities,  
13 encourage membership growth, and provide quality leadership while working closely with the state  
14 legislature in an effort to enact laws which will represent the best interest of all classified school  
15 employees in the state of Washington.  
16

17  
18 **C. VISION - WHAT WE STRIVE TO ACHIEVE**

19 We will provide service of superior quality and value that best meets the needs of our chapter  
20 members. We will achieve that purpose through an organization and working environment which  
21 attracts the finest people, fully develops and challenges individual talents, encourages our free and  
22 spirited collaboration to drive the organization ahead, and maintains PSE’s historic principles of  
23 integrity and commitment to do the right thing.  
24

25 Through the successful pursuit of our commitment, we expect our services, programs, and activities  
26 to achieve a leadership position in representing all classified employees. As a result, PSE, our  
27 members, PSE employees, the school district in which we work, and the community in which we  
28 live will grow and prosper.  
29

30  
31 **D. VALUES - THAT WHICH GUIDES OUR DECISIONS,**  
32 **PERFORMANCE, AND CONDUCT**

33 Recognizing the needs of members and PSE staff, we are committed to:  
34

- 35
- 36 • Striving for excellence and demonstrating pride in our work.
- 37
- 38 • Having open, honest communications.
- 39
- 40 • Providing high-quality service.
- 41
- 42 • Creating a work environment that is enjoyable, rewarding, and comfortable. We want it
- 43 to be based on trust and concern for the rights and welfare of others.
- 44
- 45 • Embodying honesty and integrity in our conduct and relationships with others.
- 46
- 47

- 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 Oakville School District, and who is a member of Public School Employees of Washington/SEIU Local 1948 (PSE), 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.

1 **Section 2.1.1. Chapter Rebates.**

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

4  
5 **Section 2.1.2. Refunds.**

6 Membership dues are not refundable except where an error resulting in an overpayment exists.  
7

8 **Section 2.2 Local Dues.**

9 Members shall pay local dues of one dollar (\$1.00) per month. This amount shall be deducted from  
10 employees' monthly pay and transmitted to the treasurer of the local association.  
11  
12

13  
14 **A R T I C L E I I I**

15  
16 **G O V E R N A N C E A N D O P E R A T I O N S**  
17

18 **Section 3.1.**

19 PSE shall be governed by a representative form of government.  
20

21 **Section 3.2.**

22 Members shall suffer no impairment of freedom of speech concerning the operations of this  
23 organization. Active discussions of organization affairs shall be encouraged and protected within this  
24 organization.  
25

26 **Section 3.3.**

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

32 **Section 3.4.**

33 Members shall have the right to full participation, through discussion and vote, in the decision making  
34 processes of the organization and to pertinent information needed for the exercises of this right.  
35

36 **Section 3.5. GOVERNING BODY.**  
37

38 **Section 3.5.1. Board of Trustees.**

39 Except when general meetings of the chapter are in session, the business and property of this  
40 chapter shall be managed by a Board of Trustees. The authority to govern and act on behalf of  
41 the membership is vested in the elected Board of Trustees who shall decide all matters affecting  
42 the purposes, aims and means of accomplishing the purposes of this chapter, not specifically  
43 provided for in these bylaws or by action of the members at a regular or special meeting.  
44  
45  
46  
47

1 **Section 3.5.2. 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 3.6. 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 3.6.1. 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 3.6.2. Media.**

19 The president, or his/her designee, is the primary spokesperson for the chapter. Media inquiries  
20 to individual board members about matters of chapter concern should be referred to the chapter  
21 president. Inquiries about a position of PSE on any matter of statewide concern or specific  
22 legislation should be referred to the executive director at state headquarters.  
23  
24  
25

26 **ARTICLE IV**

27 **MEETINGS**  
28  
29

30 **Section 4.1.**

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

34 **Section 4.2.**

35 Special meetings may be called by the president, the Board of Trustees, or by petition filed with the  
36 president and signed by twenty percent (20%) of the members in good standing of this chapter.  
37

38 **Section 4.3.**

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

43 **Section 4.4.**

44 At any meeting of the membership of this chapter, each member in good standing present shall be  
45 entitled to one vote. A member must be present to vote -- no proxy vote will be allowed. A minimum  
46 of four (4) members must be present to constitute a quorum before any chapter business may be  
47 transacted.

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

2 Meetings of the Board of Trustees shall be called at the discretion of the president. Meetings may also  
3 be called upon motion of a majority of the members of the Board of Trustees to the President. A  
4 majority of the members of the Board of Trustees shall constitute a quorum.

5  
6 **Section 4.6.**

7 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this  
8 chapter in all cases to which they are applicable and in which they are not inconsistent with the PSE  
9 state bylaws, these bylaws and with any special rules of order this chapter may adopt.

10  
11  
12  
13 **ARTICLE V**

14  
15 **BOARD OF TRUSTEES**

16  
17 **Section 5.1.**

18 The Board of Trustees shall be composed of the president, vice president, secretary, membership  
19 officer, treasurer, and a unit representative (herein known as a trustee) elected by the unit from each  
20 classification of employees of the school district if represented by the local Public School Employees  
21 organization.

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.

25  
26 **Section 5.3.**

27 The Board of Trustees shall hold regular meetings, and such special meetings as the president or the  
28 board shall deem necessary for the competent management of affairs of the Chapter.

29  
30 **Section 5.4.**

31 Each member of the Board of Trustees shall possess one (1) vote in matters coming before the board.  
32 All voting at meetings of the Board of Trustees shall be by each member present in person, and voting  
33 by proxy shall not be allowed. Four (4) members of the Board of Trustees shall constitute a quorum.

34  
35 **Section 5.5. Duties.**

36  
37 **Section 5.5.1. President.**

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

1 **Section 5.5.2. Vice President.**

2 The vice president shall provide such assistance to the president as requested; serve as  
3 chairperson of the Grievance Committee; shall, in the absence of the president, perform duties  
4 of that office; and in the case of permanent disability or resignation of the president, shall  
5 succeed to that office for the unexpired portion of the current term of office.  
6

7 **Section 5.5.3. Secretary.**

8 The secretary shall ensure that the minutes of general membership meetings and Board of  
9 Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of  
10 the chapter, the Board of Trustees, and to perform such other official functions as the president  
11 and Board of Trustees may direct.  
12

13 **Section 5.5.4. Membership Officer.**

14 It shall be the duty of the membership officer to maintain a current and accurate list of members  
15 of the chapter in coordination with the membership information section at PSE state  
16 headquarters; ensure that all members are paying dues; render periodical membership reports as  
17 required by Public School Employees of Washington/SEIU Local 1948 (PSE); and perform  
18 such other official functions as the president and Board of Trustees may direct.  
19

20 **Section 5.5.5. Treasurer.**

21 The treasurer shall receive and be accountable for all funds and monies belonging to the  
22 chapter; pay all obligations incurred by the chapter as authorized by the Board of Trustees; keep  
23 an accurate record of receipts and disbursements; and maintain bank accounts and depositories  
24 designated by the Board of Trustees. Such money shall be withdrawn only by checks signed by  
25 the president and/or vice president and the treasurer. The treasurer shall render periodical  
26 financial reports as required by the Board of Trustees, the membership, or Public School  
27 Employees of Washington/SEIU Local 1948 (PSE) to ensure that the chapter is in compliance  
28 with all laws and regulations required by the Internal Revenue Service and the Department of  
29 Labor. The fiscal year for all financial reports shall be from September 1 to August 31 of the  
30 following year, inclusive. The treasurer shall act as custodian of all properties of the chapter.  
31

32 **Section 5.5.6. Trustee.**

33 A trustee shall represent the classification of employees which elected them and express to the  
34 Board of Trustees the needs, desires, and concerns of the members in their classification. They  
35 will be responsible, along with the Grievance Committee, in advising an employee about their  
36 contractual rights.  
37  
38  
39

40 **ARTICLE VI**

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

42 **Section 6.1.**

43 Members shall have the right to fair and democratic elections at all levels of the chapter.  
44 This includes ten (10) working days notice of nominations and elections, and equal opportunities for  
45 competing candidates to state their qualifications and reasons for seeking office to the chapter  
46  
47



1 membership. Elections shall be conducted by secret written ballot and certified by the chapter  
2 secretary.

3  
4 **Section 6.2.**

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

8  
9 **Section 6.3.**

10 Elections shall be held as determined by the president. Terms of office shall be from September 1  
11 through August 31, for two (2) years. On even years the following offices shall be elected: President,  
12 Secretary, and Membership Officer. On odd years the following offices shall be elected: Vice  
13 President, Treasurer, and Unit Representatives.

14  
15 **Section 6.4.**

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

18  
19 **Section 6.5.**

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

21  
22 **Section 6.6.**

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

26  
27 **Section 6.6.1.**

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

32  
33 **Section 6.7.**

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

36  
37 **Section 6.8.**

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

43  
44 **Section 6.9.**

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

1 **Section 6.10.**

2 A vacancy in any position, except that of president, shall be filled by the Board of Trustees in  
3 accordance with the procedures set forth below:

4  
5 **Section 6.10.1.**

6 In the event the president cannot serve the remainder of his/her current term, the vice president  
7 shall serve as president for the completion of the term.

8  
9 **Section 6.10.2.**

10 In the event of a vacancy in the office of vice president, secretary, membership officer, or  
11 treasurer, all members shall be notified of the vacancy and nominations solicited for the  
12 position. Nominations shall be accepted for a period of twenty (20) calendar days following the  
13 notification to members. The president, at his/her discretion, may either call a special meeting  
14 of the Board of Trustees, or act upon the vacancy at the next regularly scheduled board meeting.  
15 Each candidate for the position may submit a letter, or have three (3) minutes to address the  
16 board prior to the vote to describe their qualifications and reasons they are seeking the position.

17  
18 **Section 6.10.3.**

19 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
20 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  
22 the remainder of the vacant term. Election of the successor must be by majority vote. In the  
23 event that more than two candidates run for the office, the candidate with the lowest vote total  
24 will be dropped from the ballot after each round of voting until one candidate receives a  
25 majority of the votes cast.

26  
27  
28  
29 **ARTICLE VII**

30  
31 **MISCELLANEOUS PROVISIONS**

32  
33 **Section 7.1.**

34 Local chapters shall adopt bylaws that do not conflict with PSE state bylaws. State bylaws shall always  
35 supersede local bylaws where conflict exists.

36  
37 **Section 7.2.**

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

41  
42 **Section 7.3.**

43 This chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute  
44 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects  
45 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any  
46 agreement which would affect the rights of employees represented by PSE, nor any agreement affecting  
47 the scope of any collective bargaining unit, with the District, Employer, or other entity or agent, unless

1 such agreement is first reviewed and approved by the Executive Director of Public School Employees  
2 of Washington/SEIU Local 1948 (PSE) or his/her designee, provided decisions of the executive  
3 director may be appealed to the Board of Directors.

4  
5 **Section 7.3.1.**

6 Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be  
7 submitted to the regional service center, who will then forward the original to state headquarters  
8 after appropriate copies have been made.  
9

10  
11  
12 **ARTICLE VIII**

13  
14 **COMMITTEES AND DELEGATES**

15  
16 **Section 8.1. Grievance Committee.**

17 A Grievance Committee shall be composed of the vice president and at least one unit representative  
18 from each classification of employees in the chapter; and shall be responsible for advising members of  
19 their rights as outlined in the state bylaws, Article XIV, State Grievance Panel.  
20

21 **Section 8.2. Negotiating Committee.**

22 A Negotiating Committee shall consist of the President, and a representative elected from each  
23 classification of employees represented by this bargaining unit and shall work with the PSE field  
24 representative in developing proposals and negotiating agreements.  
25

26 **Section 8.3. Resource Committee.**

27 A Resource Committee shall consist of an elected representative from each employee group  
28 represented by the bargaining unit who shall work closely with the trustee. This committee shall be an  
29 information and resource liaison between the Board of Trustees and members. Resource Committee  
30 members shall not serve on the Board of Trustees.  
31

32 **Section 8.4. Communication Committee.**

33 The Communication Committee shall consist of a newsletter editor and other members who shall  
34 publish a monthly newsletter to keep members informed regarding issues of concern to chapter  
35 members. This committee may submit chapter news that may be of state-wide interest to the regional  
36 office.  
37

38 **Section 8.5. Governmental Affairs Committee.**

39 The Governmental Affairs Committee shall work as a liaison between chapter members and the zone  
40 representative on the state PSE Legislative Council. Names and address of all committee members  
41 shall be submitted to Public School Employees of Washington/SEIU Local 1948 (PSE), and PSE shall  
42 be notified of any changes in members or addresses.  
43

44 **Section 8.6. Annual Convention Delegates.**

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

1 **Section 8.7. Audit Committee.**

2 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
3 chapter.  
4

5 **Section 8.8. Other Or Special Committees.**

6 The Board of Trustees shall designate such special committees as they determine necessary in the  
7 carrying out of the objectives and purposes of this chapter.  
8  
9

10  
11 **ARTICLE IX**

12  
13 **AMENDMENTS**  
14

15 **Section 9.1.**

16 These bylaws may be amended by a majority vote of the Board of Trustees at any regular or special  
17 meeting thereof; providing, that notice of the intent to amend any specific provision be given to the  
18 members of the Board of Trustees at least five (5) working days prior to the meeting at which said vote  
19 is to be taken.  
20  
21  
22

23 Adopted August 4, 1974.

24 Amended May 13, 2009.

25 Amended January 21, 2013  
26

27 \_\_\_\_\_ /signed by/

28 Anna Hoxie, Chapter President  
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