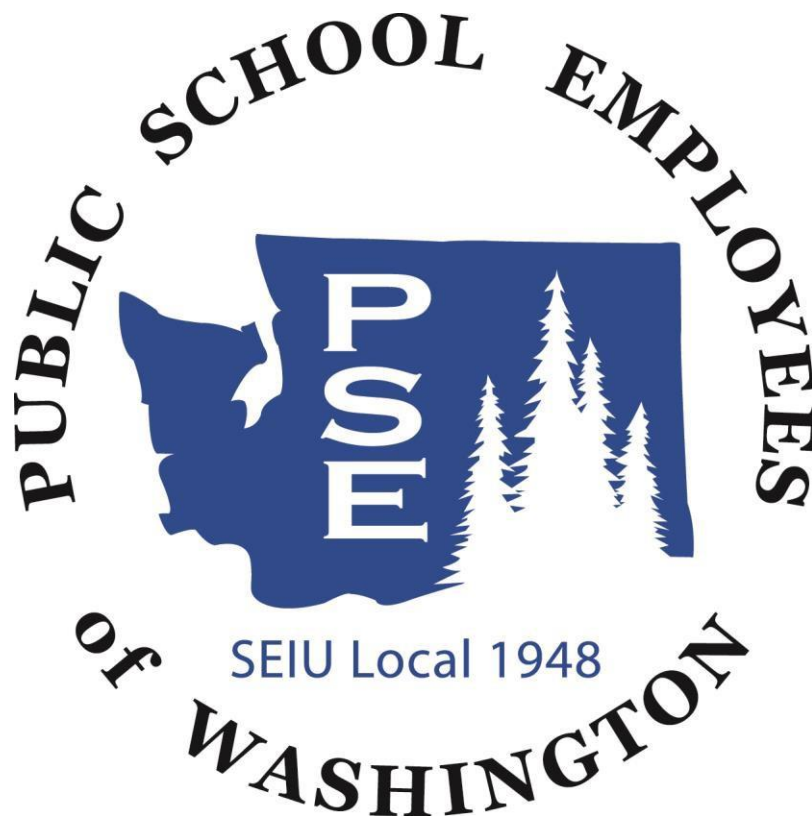


# CHAPTER BYLAWS

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## OKANOGAN



**Public School Employees of Washington/SEIU LOCAL 1948**

P.O. Box 798

Auburn, Washington 98071-0798

1-866-820-5652

[www.pseclassified.org](http://www.pseclassified.org)

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## PREAMBLE

### A. NAME

The name of this Chapter shall be Public School Employees of Okanogan 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 Okanogan 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.

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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 Okanogan 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 terminated from employment shall not be eligible to vote or hold office.

**ARTICLE II**

**DUES**

**Section 2.1. State Dues.**

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

**Section 2.1.1. Chapter Rebates.**

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

**Section 2.3. Refunds.**

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

**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.



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**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. Meeting minutes of both general and Board of Trustees meetings shall be made available upon request.

**Section 3.5. Governing Body.**

**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 Co-Presidents, 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 or Co-Presidents. 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 or Co-Presidents, the Board of Trustees, or by petition filed with the President or Co-Presidents and signed by twenty percent (20%) of the members in good standing of this Chapter.

**Section 4.2.1.**

When a special meeting petition is filed by twenty percent (20%) of the members with the President or Co-Presidents, a special meeting notice will be posted within twenty four (24) hours after receipt of said petition and shall be posted for five (5) days to the membership. The petition shall state the reason for the special meeting being called.

**Section 4.3.**

The President or Co-Presidents shall provide at least five (5) days notification to all members of any meeting called (exception: Article VI). 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 (1) vote. A member must be present to vote – no proxy vote will be allowed. A minimum of five (5) members must be present to constitute a quorum before any Chapter business may be transacted.

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

Meetings of the Board of Trustees shall be called at the discretion of the President or Co-Presidents. 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.

**Section 4.6.1.**

Annually, the Chapter Board of Trustees shall determine any special rules of order to be adopted, including how formal or informal a meeting shall be (example: either to use a standard order of business or to adopt an agenda, etc.) Any and all adopted special rules of order will be provided to the membership at the first chapter meeting of the school year.

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**ARTICLE V**

**BOARD OF TRUSTEES**

**Section 5.1.**

The Board of Trustees shall be composed of the President or Co-Presidents, Vice President, Secretary, Membership Officer, Legislative Officer, Treasurer, and a unit representative (herein known as a trustee) elected by the unit from each classification of employees of the school district if represented by the local Public School Employees organization.

**Section 5.2.**

The term of office shall be for a period of two (2) years, or until their successors are elected.

**Section 5.3.**

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

**Section 5.4.**

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

**Section 5.5. Duties.**

**Section 5.5.1. President.**

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

**Section 5.5.2. Vice President.**

The Vice President shall provide such assistance to the President or Co-Presidents as requested; serve as chairperson of the Grievance Committee; shall, in the absence of the President or Co-Presidents, perform duties of that office; and 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.

**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.



1  
2 **Section 5.5.4. Membership Officer.**

3 It shall be the duty of the Membership Officer to maintain a current and accurate list of  
4 members of the Chapter in coordination with the membership information section at PSE state  
5 headquarters; ensure that all members are paying dues; render periodical membership reports as  
6 required by Public School Employees of Washington; and perform such other official functions  
7 as the President or Co-Presidents and Board of Trustees may direct.

8  
9 **Section 5.5.5. Treasurer.**

10 The Treasurer shall receive and be accountable for all funds and monies belonging to the  
11 Chapter; pay all obligations incurred by the Chapter as authorized by the Board of Trustees;  
12 keep an accurate record of receipts and disbursements; and maintain bank accounts and  
13 depositories designated by the Board of Trustees. Such money shall be withdrawn only by  
14 checks signed by the President or Co-Presidents and/or Vice President and the Treasurer. The  
15 Treasurer shall render periodical financial reports as required by the Board of Trustees, the  
16 membership, or Public School Employees of Washington to ensure that the Chapter is in  
17 compliance with all laws and regulations required by the Internal Revenue Service and the  
18 Department of Labor. The fiscal year for all financial reports shall be from September 1 to  
19 August 31 of the following year, inclusive. The Treasurer shall be responsible for completing  
20 and submitting the 990N Report, no later than October 31 of each year. The Treasurer shall act  
21 as custodian of all properties of the Chapter.

22  
23 **Section 5.5.6. Trustee.**

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

28  
29 **Section 5.5.7. Legislative Officer.**

30 The Legislative Officer shall work as a liaison between Chapter members and the Zone  
31 Representative on the State PSE Legislative Council. Name and address of the legislative  
32 representative shall be submitted to Public School Employees of Washington/, and PSE shall be  
33 notified of any changes in representatives or addresses.

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37 **ARTICLE VI**

38  
39 **ELECTIONS, FILLING OF VACANCIES AND RECALL PROCEDURES**

40  
41 **Section 6.1.**

42 Members shall have the right to fair and democratic elections at all levels of the Chapter. This  
43 includes ten (10) working days notice of nominations and elections, and equal opportunities for  
44 competing candidates to state their qualifications and reasons for seeking office to the Chapter  
45 membership. Elections shall be conducted by secret written ballot and certified by the Chapter  
46 Secretary.



1 **Section 6.2.**

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

5  
6 **Section 6.3.**

7 Elections shall be held during the month of May. Terms of office shall be from September 1 through  
8 August 31. The President or Co-Presidents, Secretary, Legislative Officer and Unit Representatives  
9 shall be elected in odd years and the Vice President, Membership Officer and Treasurer shall be  
10 elected in even years.

11  
12 **Section 6.4.**

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

15  
16 **Section 6.5.**

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

19  
20 **Section 6.6.**

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

24  
25 In the event of a prolonged natural disaster, pandemic, or other “Act of God” which prevents the  
26 membership from meeting in person for the purposes of voting for union officers through secret ballot  
27 for an extended period of time, the following process for appointment of interim local union officers to  
28 fill positions shall be utilized:

- 29
- 30 • If an election cannot be held prior to the conclusion of the current school year, all officers who  
31 are currently in office and wish to continue to serve shall be considered “interim” officers until  
32 such a time as an election can be safely held.
  - 33
  - 34 • In the event that the President wishes to step down from the presidency, and or is no longer  
35 eligible to serve as President, the Vice-president shall serve as the interim President until such  
36 time as a secret ballot election can occur.
  - 37
  - 38 • In the event that any officer or Board Member (other than the President) no longer wishes to  
39 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to  
40 serve as the interim officer until such time as a secret ballot election can occur.

41  
42 **Section 6.6.1.**

43 All members of the Chapter shall be eligible to vote for the positions of President or Co-  
44 Presidents, Vice President, Secretary, Membership Officer, Legislative Officer, and Treasurer.  
45 In the election of a Trustee, only members in the classification of employees that the Trustee  
46 will represent shall be allowed to vote.

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 present at any regular or special meeting of the Chapter. Written notice of the proposed  
8 removal must be given to the Board of Trustee member at least five (5) workdays prior to the date of  
9 the meeting at which the removal is to be voted upon. Such notice must state the cause for the  
10 proposed 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 A vacancy in any position, except that of President, shall be filled by the Board of Trustees in  
19 accordance with the procedures set forth below:

20  
21 **Section 6.10.1.**

22 In the event the President cannot serve the remainder of his/her current term, the Vice President  
23 shall serve as President for the completion of the term. In the event that one of the Co-  
24 Presidents cannot serve the remainder of his/her current term, the remaining Co-President shall  
25 serve as President for the completion of the term. In the event that the remaining Co-President  
26 wishes to continue to serve with another Co-President, he/she may appoint someone to the  
27 position for the completion of the term.

28  
29 **Section 6.10.2.**

30 In the event of a vacancy in the office of Vice President, Secretary, Membership Officer,  
31 Legislative Officer, or Treasurer, all members shall be notified of the vacancy and nominations  
32 solicited for the position. Nominations shall be accepted for a period of ten (10) work days  
33 following the notification to members. The President or Co-Presidents at his/her discretion,  
34 may either call a special meeting of the Board of Trustees, or act upon the vacancy at the next  
35 regularly scheduled board meeting. Each candidate for the position may submit a letter or have  
36 three (3) minutes to address the board prior to the vote to describe their qualifications and  
37 reasons they are seeking the position.

38  
39 **Section 6.10.3.**

40 Any other vacancy shall be filled only for the remainder of the term in which the vacancy  
41 occurs; provided, however, that when vacancies occur in the office of trustee, the President or  
42 Co-Presidents shall direct that a classification meeting be held and that the classification elect a  
43 successor for the remainder of the vacant term. Election of the successor must be by majority  
44 vote. In the event that more than two candidates run for the office, the candidate with the  
45 lowest vote total will be dropped from the ballot after each round of voting until one candidate  
46 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.**

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 7.3.**

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 7.3.1.**

Original signed copies of all documents pertaining to issues outlined in Section 7.3 shall be submitted to the regional service center, who will then forward the original to state headquarters 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 and at least one unit representative from each classification of employees in the Chapter; and shall be responsible for meeting to hear a member's grievance and shall determine to either support or not support the grievance.

**Section 8.2. Negotiating Committee.**

A Negotiating Committee shall be composed of the President or Co-Presidents, Vice President and a representative elected from each classification of employees represented by this bargaining unit and shall work with the PSE Field Representative in developing proposals and negotiating agreements.

**Section 8.3. 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

1 PSE State Bylaws. Convention Delegates shall be elected at the May meeting. At least fifteen (15)  
2 work days per State Bylaws advance notice shall be provided to the members prior to the election.

3  
4 **Section 8.4. Audit Committee.**

5 An Audit Committee shall be selected by the Board of Trustees to audit the financial records of the  
6 Chapter. The audit shall take place between October 31 and December 31 of each school year. In  
7 addition, if a new Treasurer is elected, a chapter audit must be conducted within one (1) month of the  
8 election.

9  
10 **Section 8.5. Insurance Committee.**

11 The Insurance Committee shall be composed of the Vice President and three (3) chapter members and  
12 shall meet as necessary each year with the District to discuss, review and provide the Chapter with  
13 pertinent insurance information.

14  
15 **Section 8.6. Conference Committee (Labor/Management).**

16 The Conference Committee shall be composed of the Board of Trustees. The agenda will be posted  
17 forty-eight (48) hours prior to the Labor/Management meeting.

18  
19 **Section 8.7. Other or Special Committees.**

20 The Board of Trustees shall designate such special committees as they determine necessary in the  
21 carrying out of the objectives and purposes of this Chapter.

22  
23 **Section 8.7.1.**

24 Committees are not required to post notification of the committee meetings (exception: Section  
25 8.6. Conference Committee).

26  
27  
28 **ARTICLE IX**

29  
30 **AMENDMENTS**

31  
32 **Section 9.1.**

33 These bylaws may be amended by a majority vote of the Okanogan Chapter of PSE at any regular or  
34 special meeting thereof; providing, that notice of intent to amend any specific provision be given to the  
35 members of the Board of Trustees and the Okanogan Chapter of PSE at least ten (10) workdays prior  
36 to the meeting at which said vote is to be taken.

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38  
39 BY: Linda Watson  
40 Linda Watson, Chapter Secretary

41  
42 DATE: 9-6-20

43 Adopted by membership September 23, 1995  
44 Amended by membership October 11, 1999  
45 Amended by membership May 12, 2004  
46 Amended by membership May 2, 2013  
47 Amended by membership May 26, 2015  
48 Amended by Executive Board August 11, 2020