

CHAPTER BYLAWS

OMAK



Public School Employees of Washington
P.O. Box 798
Auburn, Washington 98071-0798
1-866-820-5652
www.pseclassified.org

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	1
ARTICLE I OBJECTIVES & PURPOSES	2
ARTICLE II	2
ARTICLE III MEMBERSHIP	2
ARTICLE IV MEETINGS	3
ARTICLE V MANAGEMENT	3
ARTICLE VI OFFICERS, NOMINATIONS AND ELECTIONS	4
ARTICLE VII DUTIES OF OFFICERS	5
ARTICLE VIII MISCELLANEOUS PROVISIONS	7
ARTICLE IX COMMITTEES AND DELEGATES	8
ARTICLE X AMENDMENTS	9
SIGNATURE PAGE	9

P R E A M B L E

A. NAME

The name of this chapter shall be Public School Employees of Washington, Omak Chapter, and shall be an affiliate of Public School Employees of Washington (PSE)/SEIU Local 1948, 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 PSE of Omak 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 maintain 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.
- 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 performances, 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

OBJECTIVES & PURPOSES

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Section 1.1.

The objectives and purposes of this organization are:

- A. To carry out and assist on a local basis the objectives and purposes of the Public School Employees of Washington/SEIU Local 1948.
 - B. To promote the organization of Public School Employees in the Omak School District.
 - C. To promote the welfare of the membership and the classified employees of the Omak School District, and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as a desirable, democratic and effective method to achieve this.
 - D. To promote and provide systematic and effective employee management through collective bargaining; to confer and negotiate in good faith, with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions, vacations, holidays and other conditions of employment.
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ARTICLE II

Section 2.1.

This organization shall continue until a majority of all the members vote to dissolve the organization.

ARTICLE III

MEMBERSHIP

Section 3.1. 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 3.1.1.

All persons regularly employed as a classified school employee (as defined by the Public School Employees of Washington/SEIU Local 1948) by or in the Omak School District, and who are members in good standing of the Public School Employees of Washington/SEIU Local 1948, are eligible for membership in the organization.



1 **Section 3.2. Dues.**

2 Membership dues of this organization shall be two (\$2.00) dollars per month.

3
4 **Section 3.3. Rights.**

5 A. Members shall suffer no impairment of freedom of speech concerning the operations of this
6 organization. Active discussions of organization affairs shall be encouraged and protected within
7 this organization.

8
9 B. Members shall have the right to fair and democratic elections at all levels of the organization.

10
11 C. Members shall have the right to a full and clear accounting of all organizational funds.

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

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18 **ARTICLE IV**

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20 **MEETINGS**

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22 **Section 4.1.**

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

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26 **Section 4.2.**

27 Special meetings may be called by the President, the Board of Trustees, or by petition filed with the
28 President and signed by twenty percent (20%) of the members of this organization.

29
30 **Section 4.3.**

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

34
35 **Section 4.4.**

36 At any meeting of the membership of this organization, each member present shall be entitled to one
37 vote. A member must be present to vote – no proxy vote will be allowed. A minimum of ten (10)
38 members must be present to constitute a quorum before any organization business may be transacted.

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42 **ARTICLE V**

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44 **MANAGEMENT**

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46 **Section 5.1.**

47 The business and property of this organization shall be managed by a Board of Trustees, except when
48 the meetings of the organization are in session. All matters affecting the purposes, aims and means of



1 accomplishing the purposes of this organization, not specifically provided for in these Bylaws or by
2 action of the members at a regular or special meeting shall be decided by the Board of Trustees.

3
4 **Section 5.2.**

5 The Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, and
6 Membership Officer; and of a building representative chosen by the classified employees from each of
7 the following buildings of the school district:

- 8
9 Buildings: 1. High School
10 2. Middle School
11 3. East Elementary
12 4. North Elementary
13 5. Bus Garage
14 6. Grounds/Maintenance Shop

15 **Section 5.3.**

16 The term of office of the unit representatives shall be for a period of one (1) year.

17
18 In case of a conflict between two (2) or more classified employees competing for the position of unit
19 representative for any one (1) building, an election by secret ballot vote shall be held by all the
20 classified employees of that building. The election shall be conducted by the highest ranking officer of
21 the organization in that building, but if no classified employee of that building is an officer, the
22 President shall conduct the election.

23
24 In case none of the classified employees of a building choose or are chosen to be the unit
25 representative of that building, the President shall appoint a unit representative from among the
26 classified employees of that building.

27
28 **Section 5.4.**

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

33
34 **Section 5.5.**

35 Any trustee may be removed from office by a two-thirds (2/3) majority vote of the membership at any
36 regular or special meeting of the membership of the organization. Notice of the proposed removal of
37 the trustee must be given to the trustee five (5) days prior to the date of the meeting at which the
38 removal is to be voted upon. Such notice to the trustee must state the cause for the proposed removal.

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42 **ARTICLE VI**

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44 **OFFICERS, NOMINATIONS AND ELECTIONS**

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46 **Section 6.1.**

47 The officers of this organization shall be a President, a Vice President, a Secretary, a Treasurer, and a
48 Membership Officer. The President, Treasurer and Membership officer shall be elected in even years



1 and the Vice President and Secretary shall be elected in odd years. Elections will be held at the regular
2 spring meeting. Officer duties will run from May 1 to May 1.

3
4 **Section 6.2.**

5 Nominations may be made by the nominating committee, but whether or not such nominating
6 committee is used, nominations shall be permitted from the floor at the meeting held to elect officers.

7
8 **Section 6.3.**

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

11
12 **Section 6.4.**

13 Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford all
14 members a reasonable opportunity to vote; but when only one (1) candidate is nominated for an office,
15 the election for that office shall be by open vote.

16
17 **Section 6.5.**

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

- 22
23 1. If an election cannot be held prior to the conclusion of the current school year, all officers who
24 are currently in office and wish to continue to serve shall be considered “interim “ officers until
25 such a time as an election can be safely held, which time shall not exceed six months;
- 26
27 2. In the event that the President wishes to step down from the presidency, and or is no longer
28 eligible to serve as President, the Vice-president shall serve as the interim President until such
29 time as a secret ballot election can occur, which time shall not exceed six months;
- 30
31 3. In the event that any officer or Board Member (other than the President) no longer wishes to
32 serve or is no longer eligible to serve, the Executive Board shall appoint a willing member to
33 serve as the interim officer until such time as a secret ballot election can occur, which time
34 shall not exceed six months.

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38 **ARTICLE VII**

39 **DUTIES OF OFFICERS**

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42 **Section 7.1. President.**

43 The President shall preside at all meetings of the organization and of the Board of Trustees. The
44 President shall supervise all activities of the organization; execute all instruments on its behalf; consent
45 to the signing of checks drawn against the funds of the organization; appoint all special committees of
46 the organization, subject to the approval of the Board of Trustees; report periodically to the
47 membership regarding the progress and standing of the organization in regard to the President’s
48 official acts; and perform all other duties as prescribed in the Bylaws, and perform such other duties



1 usually inherent in such office; and for all such services, the President shall receive, as compensation
2 for expenses incurred, seventy-five dollars (\$75) per month out of the funds of the organization.
3

4 In the event of a vacancy in the office of Vice President, Secretary, Treasurer or Membership Officer,
5 all members shall be notified of the vacancy and nominations shall be solicited for the position. The
6 President, at his/her discretion, may either call a special meeting of the Board of Trustees, or act upon
7 the vacancy at the next regularly scheduled Board meeting. Each candidate for the position may
8 submit a letter or have three (3) minutes to address the board prior to the vote to describe their
9 qualifications and reasons why they are seeking the position.
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11 **Section 7.2. Vice President.**

12 The Vice President shall act for the President in the President's absence and perform such other acts as
13 the President and/or the Board of Trustees may direct; and upon the death, resignation, or
14 disqualification of the President, the Vice President shall become President and will fulfill the
15 remainder of the term.
16

17 **Section 7.3. Secretary.**

18 The Secretary will keep all records and minutes of the organization, and of the Board of Trustees; and
19 shall perform such other acts as the President and/or Board of Trustees may direct.
20

21 **Section 7.4. Treasurer.**

22 The Treasurer shall receive and be accountable for all funds and monies belonging to the organization;
23 pay all obligations incurred by the organization in payment as authorized by the Board of Trustees;
24 maintain bank accounts and depositories designated by the Board of Trustees; and such money shall be
25 withdrawn only by checks signed by the Treasurer by and with the consent of the President through
26 written letter of authorization or through countersignature; and will render at every meeting of the
27 general membership, and to the President once per month, and as required by the Board of Trustees, a
28 comprehensive written financial report detailing each payment and its amount, each deposit and its
29 source, and the balance thereof; and keep an accurate record of receipts and disbursements; and shall
30 act as custodian of all properties of the organization.
31

32 The Treasurer shall also render any financial report as required by Public School Employees of
33 Washington/SEIU Local 1948 to ensure the chapter is in compliance with all laws and regulations
34 required by the Internal Revenue Service and the Department of Labor. The fiscal year for all financial
35 reports shall be from September 1 to August 31 of the following year, inclusive. The Treasurer shall
36 be responsible for completing and submitting the 990N Report, no later than October 31 of each year.
37

38 **Section 7.5. Membership Officer.**

39 It shall be the duty of the Membership Officer to maintain a current and accurate list of members of the
40 Chapter, ensure that all members are paying dues; render periodical membership reports as required by
41 the chapter; and perform such other official functions as the President and Board of Trustees may
42 direct.
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ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 8.1.

This organization shall be at all times subject to the provisions of the Articles of Incorporation and Bylaws of the Public School Employees of Washington/SEIU Local 1948.

Section 8.2.

Except to the extent specified in the Bylaws, no officer of this organization shall have the power to act as agent for, or otherwise bind this organization 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 organization except to the extent specifically authorized in writing by the President or Board of Trustees of the organization.

Section 8.3.

The latest edition of Robert's Rules Of Order shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws and special rules of this organization or of the Public School Employees of Washington/SEIU Local 1948.

Section 8.4. Convention Chapter Gift.

Annually the chapter shall vote to provide a chapter gift for convention. The convention gift shall be no more than one hundred, twenty-five (\$125.00) dollars.

Section 8.5. Retirement Gifts.

Retirement gift scale, 5 – 9 Years \$25; 10 – 14 Years \$50; 15 – 19 Years \$75; 20 – 29 Years \$100; 30 + Years \$125.

Section 8.6. Member Outreach.

If due to the death or serious illness of a member or immediate family member, the Chapter Board of Trustees shall have the ability to approve the sending of a monetary gift or remembrance up to one hundred (\$100.00) dollars to the member or member's immediate family.

Section 8.7. Travel Reimbursement.

- Approved mileage shall be reimbursed at the current state rate.
- Chapter Debit Card may be used at point of sale and valid itemized receipt must be submitted.
- All requests for reimbursement must be submitted, along with valid itemized receipt to the Chapter Treasurer.

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ARTICLE IX

COMMITTEES AND DELEGATES

Section 9.1. Grievance Committee.

A Grievance Committee shall be composed of the President or Vice President and at least one Building Representative from each building represented in the Chapter.

Section 9.2. Negotiating Committee.

The Negotiating Committee shall consist of the Chapter President and a representative elected from each classification of employees represented by this bargaining unit. The election from each classification shall be done during the January/February general meeting. The negotiating committee shall work with the PSE Field Representative in developing proposals and negotiating agreements. If there is no representative elected from a classification, the rest of the committee shall represent that classification.

Section 9.3. Audit Committee.

An Audit Committee shall be selected by the Board of Trustees.

Section 9.4. Special Committees.

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

Section 9.5. Convention Delegates.

Delegates and Alternates for the annual Convention of the Public School Employees of Washington/SEIU Local 1948 shall be selected by the Chapter at the final regular meeting of the school year.

In case neither the Delegates nor the Alternates are able to attend the Convention, the Treasurer must be informed, so he/she can apply for a refund of any monies paid for the Convention.

Section 9.6. Nominating Committee.

A Nominating Committee may be appointed by the Board of Trustees or elected to make nominations.

Section 9.7. Scholarship Committee.

The Scholarship Committee shall be appointed by the Board of Trustees, shall review all submitted scholarship applications, choose the scholarship recipient(s) and report back at a general membership meeting. The Chapter shall approve how many scholarships shall be given and what the amount shall be.

Section 9.8. Bylaws Committee.

The Board of Trustees shall appoint a bylaws committee to work with the Field Representative to review and update as necessary, the chapter bylaws. This shall be done every two (2) years.

Section 9.9. Legislative Conference.

The election for Legislative Conference attendees shall be done at a Fall general meeting and the determination of how many members may attend will be decided by those members present and will depend on the availability of chapter funds after budgeting for Convention Delegate costs. Once



